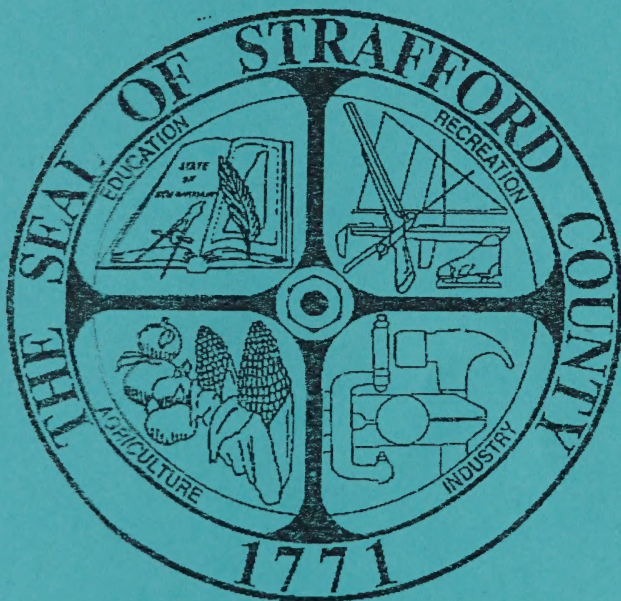


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## 2000 ANNUAL REPORT

*of the Commissioners, Treasurer,  
Other County Officers  
and the Strafford County Delegation*

STRAFFORD COUNTY  
*New Hampshire*



*For the Year Ending  
December 31, 2000*



**2000 ANNUAL REPORT**  
*of the Commissioners, Treasurer,*  
*Other County Officers*  
*and the Strafford County Delegation*

**STRAFFORD COUNTY**  
*New Hampshire*

**BARRINGTON**  
**DOVER**  
**DURHAM**  
**FARMINGTON**  
**LEE**  
**MADBURY**  
**MIDDLETON**  
**MILTON**  
**NEW DURHAM**  
**ROCHESTER**  
**ROLLINSFORD**  
**SOMERSWORTH**  
**STRAFFORD**

**For the Year Ending**  
**December 31, 2000**





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# 2000 STRAFFORD COUNTY ANNUAL REPORT

## STRAFFORD COUNTY OFFICERS

1999 - 2000

### **COMMISSIONERS**

George Maglaras, Chairman*	Dover, N.H.
Paul J. Dumont, V. Chairman*	Rochester, N.H.
Ronald R. Chagnon, Clerk*	Farmington, N.H.

### **TREASURER**

Pamela J. Arnold*	Milton, N.H.
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### **EXECUTIVE ASSISTANT**

Raymond F. Bower	Lee, N.H.
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### **COUNTY ATTORNEY**

Lincoln T. Soldati*	Somersworth, N.H.
Janice K. Rundles	Lee, N.H.

### **COUNTY SHERIFF**

Martin Heon*	Middleton, N.H.
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### **REGISTER OF DEEDS**

Leo Lessard*	Dover, N.H.
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### **REGISTER OF PROBATE**

Kimberly S. Quint*	Dover, N.H.
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### **JUDGE OF PROBATE**

Gary R. Cassavechia	Rochester, N.H.
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### **CLERK OF SUPERIOR COURT**

Julie Howard	Newmarket, N.H.
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### **NURSING HOME ADMINISTRATOR**

Raymond F. Bower	Lee, N.H.
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### **CORRECTIONS ADMINISTRATOR**

David Funk	Somersworth, N.H.
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### **HUMAN SERVICES DIRECTOR**

Cheryl A. Moulton	Berwick, M.E.
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### **MEDICAL REFEREES**

Dover, N.H.

### **CHAPLAINS**

Ecumenical Services Provided

### **COUNTY PHYSICIANS**

Edwin Charle, M.D.	Somersworth, N.H.
Patrick Clary, M.D.	Somersworth, N.H.
Judy Santangelo, P.A.	Somersworth, N.H.

\*Elected Positions

# 2000 STRAFFORD COUNTY ANNUAL REPORT

## STRAFFORD COUNTY DELEGATION

1999 - 2000

Roger Berube*	Somersworth, N.H.
David Bickford	New Durham, N.H.
William P. Brennan	Rochester, N.H.
George Brown*	Rochester, N.H.
Julie Brown	Rochester, N.H.
Frank Callaghan*	Rochester, N.H.
Larry Cossette	Rochester, N.H.
Marlene DeChane*	Barrington, N.H.
Baldwin Domingo*	Dover, N.H.
Patricia Dunlap	Rochester, N.H.
Iris Estabrook	Durham, N.H.
Gary Gilmore	Dover, N.H.
Anne Grassie*	Rochester, N.H.
Richard Heon	Somersworth, N.H.
Nancy Johnson	Middleton, N.H.
Naida Kaen*	Lee, N.H.
Sandra Keans	Rochester, N.H.
William Knowles, Vice Chairman*	Dover, N.H.
Donald Lent*	Durham, N.H.
Raymond Lundborn, Clerk*	Rochester, N.H.
Robert McKinley	Milton Mills, N.H.
George T. Musler	Barrington, N.H.
Arthur Pelletier*	Dover, N.H.
Marsha Pelletier	Dover, N.H.
Rose Marie Rogers	Rochester, N.H.
Michael S. Rollo	Rollinsford, N.H.
Marjorie Smith	Durham, N.H.
Clair Snyder*	Somersworth, N.H.
Judith Spang	Durham, N.H.
Barbara Spear*	Farmington, N.H.
Kathleen N. Taylor*	Dover, N.H.
Franklin Torr	Dover, N.H.
William Tsiros	Farmington, N.H.
Joseph Twardus	Dover, N.H.
Dennis P. Vachon	Strafford, N.H.
Francis Vincent	Somersworth, N.H.
Janet Wall, Chairman*	Madbury, N.H.
Phyllis Woods	Dover, N.H.

\*Denotes Executive Committee Member



## 2000 STRAFFORD COUNTY ANNUAL REPORT

### 2000 ANNUAL REPORT OF THE STRAFFORD COUNTY COMMISSIONERS

The first year of the new century saw many changes for Strafford County. The County continued to perform well both in services to its citizens and financially in 2000. For the third year in a row, revenues at the Registry of Deeds and Riverside Rest Home exceeded expectations and County expenditures continued to be within budget limits. As we had done for six of the last seven years, the year 2000 had a budget that produced no tax increases. We believe that this is a record of fiscal frugality unmatched in New Hampshire Government. We did this without cutting services; in fact, we expanded services at the Strafford County House of Corrections and Riverside Rest Home over that period of time. We accomplished this while maintaining a positive employee-management relationship, signified by having current labor-management agreements every year.

We are pleased to report that the financial software upgrade portion of the County's capital plan has been implemented with great success. The new accounts payable program began in October of 1999 and payroll went live with the first pay period in the year 2000. We are looking forward to new management information that will be available from the new system. On a related subject, we are pleased to report that we had no Y2K problems at Strafford County.

Although Strafford County's Riverside Rest Home has been struggling with many of the same difficult market situations as many area nursing homes, we continue to be optimistic. Nearly one-third of New Hampshire nursing homes are in bankruptcy protection as a result of high wage demands due to a severe nursing shortage and falling reimbursement rates. Approaches to deal with these situations vary by facility. Some nursing homes have closed beds, as they cannot find help to care for a "full house". Our approach at Riverside Rest Home is to continue the same high level of services that we have always provided. Riverside Rest Home currently has a substantial waiting list of forty (40) residents in need of nursing home care. With other nursing homes closing beds, the County simply cannot reduce services to its residents. This would be unfair to those in need of the services of Riverside Rest Home.

## 2000 STRAFFORD COUNTY ANNUAL REPORT

In 1999, Senate Bill 409 went into effect. The focus of this bill is to provide more home and community based care services to the sick and elderly, thereby helping them to remain in their homes longer and lowering the number of persons requiring nursing home care. This very important piece of legislation also revamped the payment system for elder care in New Hampshire. Along with expanding the Counties' responsibilities for payment, the bill capped the payments at a fixed rate of less than five percent (5%) per year. We are pleased to report that in the year 2000 costs continued to be less than the budgeted caps.

We continued to be concerned about the decline of Medicaid revenues at Riverside Rest Home in 2000. The State froze the amount of reimbursement for Medicaid-eligible residents in 1998; yet the costs of providing care have spiraled upward, exceeding the reimbursement rate. Through constant diligence by department heads in planning necessary expenditures, we have been able to keep costs down and still maintain the high level of care residents have come to expect at RRH. The Rest Home is struggling to maintain a "break even" philosophy, requiring no tax subsidy to offset its operation. We continue to work with Riverside staff to ensure the financial viability of the facility, while maintaining its primary mission to take the highest-acuity Medicaid residents. As the year 2000 comes to a close, still no rate stabilization has come forth and we continue to seek legislative support for rate adjustments in 2001.

We also continue to work with the State and the New Hampshire Association of Counties on two other issues that have been on-going for the last two years, without resolution. Based on a 1999 consent decree between the State of New Hampshire and suing parties, the State has obligated itself and the ten (10) New Hampshire Counties to repay certain funds collected from surviving spouses of nursing home residents. Strafford County's share of this refund has yet to be determined and, therefore, an estimated amount has remained in escrow and was not included in the Commissioners' 2000 Budget. We hope to resolve this matter soon.

The second issue is the lawsuit between the New Hampshire Health Care Association and the New Hampshire Counties and the State of New Hampshire. This lawsuit is a result of the on-going battle over the changes in the reimbursement system for Medicaid nursing facility residents. As of the end of the year 2000, this suit had yet to go to trial. A Committee has been set up to work towards resolving some of the issues brought forth in the lawsuit. Commissioner George Maglaras was selected



## 2000 STRAFFORD COUNTY ANNUAL REPORT

to serve on this Committee and has spent many long hours working on a resolution.

As everyone in Strafford County knows, we have been struggling with a severe overcrowding problem at the Strafford County House of Correction for at least three years. In response to the on-going study of the various solutions to remedy the overcrowded conditions at the Strafford County House of Corrections, the Strafford County Delegation approved the hiring of a criminal justice consultant in summer of 2000. In November, the Strafford County Legislative Delegation approved the plans for renovations and an addition to the Strafford County House of Corrections, as well as the implementation of the Jail Master Plan developed in cooperation with the criminal justice consultants. The total projected cost for this project is \$20,000,000. The date for completion of the building project is anticipated to be the fall of 2003. In the interim, we have implemented temporary measures approved by the Strafford County Legislative Delegation to ease the overcrowding. One of these temporary measures is the expansion into a modular unit sized for approximately 20 inmates until the construction of the proposed facility is complete. This unit officially went "on-line" in November of 2000. County representatives visited several jail facilities in Colorado last fall to develop ideas for the design of the Strafford County Jail. They will be returning to Colorado next year to continue their education in criminal justice systems to enable Strafford County to have the most state-of-the-art facility and services in the region. These educational trips have been made possible through the National Institute of Corrections, who have provided the funds and expertise to help Strafford County expand its knowledge of the corrections system.

We look forward to moving ahead with this project in 2001 by hiring an architectural firm to develop a design for the new jail. As part of the plan to address the House of Correction overcrowding problem, we are taking a system-wide approach. Our consultants made several recommendations for better managing our inmate population in the Jail Master Plan. These ideas are related to, but separate from the construction of the expanded Strafford County House of Correction. In fact, one of the recommendations to be implemented is a focus on moving inmates through the Criminal Justice System more efficiently, thereby reducing the overcrowding. As a result of continued discussions with our consultants, we will be proposing that funding and implementation of four (4) of the recommendations put forth in the Jail Master Plan be instituted in 2001. These items include 1. A Records Division for maintaining records at the House of Correction; 2. A Vertical Prosecution Unit; 3. Expanded pre-trial

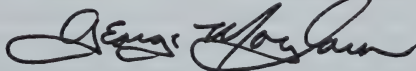
## 2000 STRAFFORD COUNTY ANNUAL REPORT

and post conviction services through the Volunteers of America (VOA); and 4. Funding the Domestic Violence Program when the current grant expires at the end of June 2001. We do intend on pursuing additional grant funding for these programs in 2001.

The Unit V solarium, which opened in 1999 at Riverside Rest Home, has been a great success with both residents and families. This area was created due to the increased demand for space for residents suffering from dementia, either as a result of Alzheimer's Disease, some other form of dementia-producing illness, or as a by-product of another medical problem. The solarium provides dining space and space for these residents to participate in activities, as well as to visit with their families. The expansion of the laundry area on the floor below has increased the Rest Home's capacity to launder the residents' personal clothing as well.

In 2000, as in the past, we worked hard to limit our expenses while maximizing our potential revenues and we feel we accomplished this goal. As always, the County Commissioners wish to continue to provide excellent services to Strafford County residents, with the least possible impact on the Strafford County taxpayer. We would like to take this opportunity to thank all of our County employees, who continue to perform their duties in an exemplary manner. A special thanks to all Department Heads, Elected and Appointed Officials, and the dedicated volunteers at the Jail, the Rest Home, and the Human Services Department for their continued service to the residents of Strafford County. Their loyalty and dedication help keep costs down and the level of service high.

*Respectfully submitted,*  
BOARD OF COUNTY COMMISSIONERS



George Maglaras, Chairman



Paul J. Dumont, Vice Chairman



Ronald R. Chagnon, Clerk



# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 2000 TREASURER'S REPORT

With the arrival of a new year, one cannot help but take stock of all the elements that make Strafford County an excellent place to live and raise a family. We are certainly fortunate to have a County where people are still considerate of one another and take time to care about their neighbor. This same attitude of caring and concern abounds in each department at the County offices. I find it a pleasure to work for the County. I thank the Departments for their courtesy and cooperation and look forward to their continued support. Their dedication to the citizens of Strafford County is unsurpassed.

I would like to thank the voters of Strafford County for their constant support as I work for them as County Treasurer. I further wish to thank the Commissioners for their collaboration and insight that has been invaluable.

The significant changes and improvements I introduced as Treasurer continue to save our County money. In the past the County has hired outside consultants to sell our notes at public sale. I provide this service in house and we are able to save the County a considerable sum of money. We had two Tax Anticipation Note sales in the year 2000. Our borrowings continue to bring a strong interest from the investment community. In the future we will be issuing bonds for the jail project and I intend to provide similar services in dealing with investors, rating agencies and insurance companies.

On an ongoing basis, the County's funds in all accounts are fully protected by collateralized securities held at the Federal Reserve Bank in Boston and by Federal Deposit Insurance Corporation.

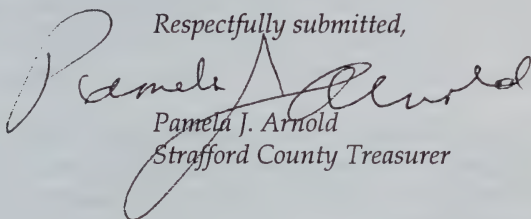
During the previous year, I visited with most of the communities in our County and spent time with various officials. Their points of view and comments provide invaluable feedback to the County officials. My appointment to the New Hampshire Association of Counties Executive Committee gives us a good sounding board for issues all over our state. I also attended many conferences and seminars including: The New Hampshire

## 2000 STRAFFORD COUNTY ANNUAL REPORT

Government Finance Officers meetings, the New Hampshire Municipal Association Annual Conference, the Department of Revenue Administration seminars, the Annual Conference of Tax Collectors, monthly meetings with the New Hampshire Association of School Business Administrators, and the Association of Counties annual conference.

In closing, I wish to express my appreciation to the County Convention for their support. This cooperative atmosphere allows the best possible service to the taxpayers of Strafford County.

*Respectfully submitted,*

A large, stylized handwritten signature in dark ink, appearing to read 'Pamela J. Arnold'. The signature is written over the printed name and title.

Pamela J. Arnold  
Strafford County Treasurer

# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 2000 APPROPRIATIONS

<u>JUSTICE &amp; ADMINISTRATION</u>	2000 <u>APPROPRIATION</u>
Administration	262,811.00
County Attorney	620,207.00
Drug Prosecutor Grant	54,385.00
District Court Program	6,945.00
Register of Deeds	353,012.00
Sheriff	650,939.00
Dispatch	223,234.00
Medical Examiner	32,000.00
J&A Maintenance	296,531.00
Human Services	6,282,730.00
Depart. of Corrections	3,109,478.00
Jail Industries Program Contracts	6.00
Jail Industries Program	133,989.00
Cooperative Extension	155,535.00
Soil Conservation Dist.	48,250.00
Debt Accounts	518,478.00
Insurances-J&A	664,678.00
Community Action, Inc.	56,910.00
PreNatal/Family Planning	41,030.00
Southeastern N.H. Service Corp.	21,000.00
Meals on Wheels	1.00
Great Bay Training	5,620.00
Child Care Association	32,000.00
Seacoast Task Force (A Safe Place)	27,000.00
Strafford Hospice	17,000.00
Strafford Guidance Center	15,000.00
Victims, Inc.	1.00
Coalition of Strafford County	126,000.00
Dover Adult Learning Center	32,340.00
County Convention	6,500.00
Employee Appreciation	1,750.00
Tuition Assistance	2,900.00
Contingency	1,679.00
Capital Expense-J&A & Deeds	<u>57,500.00</u>
TOTALS - J&A:	13,857,439.00

# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 2000 APPROPRIATIONS CONTINUED

<u>RIVERSIDE REST HOME</u>	<u>2000</u> <u>APPROPRIATION</u>
Administration	746,576.00
Purchasing	80,399.00
Dietary	1,571,063.00
Nursing	4,599,854.00
Socio-Behavioral Unit	894,563.00
Resident Services	68,143.00
Maintenance	734,292.00
Laundry & Sewing	351,787.00
Housekeeping	547,046.00
Physician & Pharmacy	125,012.00
Staff Development	94,097.00
Physical Therapy	256,726.00
Activities	288,593.00
Occupational Therapy	18,841.00
Social Services	232,976.00
Insurances-RRH	1,409,568.00
Capital Expenses-RRH	<u>55,239.00</u>
TOTALS - RRH:	12,074,775.00
TOTAL EXPENDITURES:	25,932,214.00
REVENUES:	14,936,842.00
PRIOR YEAR SURPLUS:	770,00.00
AMOUNT RAISED BY TAXATION:	10,225,372.00



# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 2000 ESTIMATED REVENUES

<u>REVENUES</u>	<u>2000 ESTIMATE</u>
RRH	11,890,404.00
Registry of Deeds	750,000.00
Sheriff-Deputy Fees	131,500.00
Leased Office Space	442,433.00
Leased Land	2,440.00
Accounting Service	87,997.00
Bailiff Reimbursement	115,344.00
Registry of Deeds Equipment Account	51,500.00
Prosecution Contract	7,000.00
Human Service 5% Grant	259,300.00
Jail Laundry Contract	13,000.00
Jail Income	725,000.00
Room & Board-Jail Industries	13,500.00
Jail Industries Commissary	19,000.00
Interest Earned	210,000.00
Sewer Grant	3,724.00
Drug Prosecutor Grant	13,500.00
Victim's Assistance Work Release	5,000.00
Correctional Industries	44,000.00
Employee Cont.-Health	60,000.00
Insurance Refunds	34,000.00
Miscellaneous Income	55,200.00
GAL Income-Human Services	2,000.00
Dispatch Alarm System	<u>1,000.00</u>
TOTALS:	14,936,842.00

# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 2000 FINANCIAL REPORT OF STRAFFORD COUNTY COMBINED BALANCE SHEET

### ASSETS AND OTHER DEBITS

Cash and Temporary Investments	2,569,621.00
Accounts Receivable/ Accrued Revenues	501,282.00
Due From Other Governments	1,064,349.00
Due From Other Fun	800,000.00
Inventories	63,941.00
Prepaid Expenses	16,997.00
Property, Plant, Equipment (net)	13,682,564.00
Construction in Progress	.00
State Sewer Bond Aid Grant Receivable	97,807.00
Amount for Retirement of General Long-Term Debt and Compensated Absences	<u>901,353.00</u>
TOTAL ASSETS AND OTHER DEBITS	19,697,914.00

### LIABILITIES

Accounts Payable and Accrued Expenses	1,974,836.00
Accrual for Compensated Absences	466,327.00
Deferred Revenue	35,474.00
Unexpended Balance 5% Grant & Deeds Equip.	49,781.00
Unexpended Balance of Special Appropriations	15,395.00
Due to Other Funds	800,000.00
Due to Other Governments	544,240.00
Due to Specific Individuals	154,152.00
General Obligation Bond Anticipation Note	.00
General Obligation Bonds Payable	<u>2,082,838.00</u>
TOTAL LIABILITIES:	6,123,043.00

### FUND EQUITY AND OTHER CREDITS

Investment in General Fixed Assets	10,198,633.00
Nursing Home Contributed Capital	1,525,103.00
Retained Earnings	659,856.00
Fund Balances: Reserve for Prepaid Expenditures	10,590.00
Designated for Jail Canteen	.00
Designated for Capital Projects	30,903.00
Designated for Special Revenue	.00
Undesignated Fund Balance	<u>1,149,786.00</u>
TOTAL FUND EQUITY & OTHER CREDITS:	<u>13,574,871.00</u>
TOTAL LIABILITIES/FUND EQUITY:	19,697,914.00

# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 2000 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Fund Balance, 01/01/00	1,401,581.00
Receipts through 12/31/00	14,603,431.00
Expenses Year Ending 12/31/00	(15,585,348.00)
Operating Transfers Out	<u>771,615.00</u>
 Fund Balance, 12/31/00	 1,191,279.00

## STATEMENT OF OUTSTANDING DEBT Year Ending December 31, 2000

<u>Date of Issue &amp; Maturity</u>	<u>2000 Principal Payment</u>	<u>Balance 12/31/00</u>
1989-2000 Alms House Renovations	85,000.00	0.00
1992-2012 Sewer Project	60,000.00	670,000.00
2000 Capital Improvements	<u>.00</u>	<u>1,412,838.00</u>
 Total Outstanding Debt:	 145,000.00	 2,082,838.00

## 2000 COUNTY TAX APPORTIONMENT

<u>City/Town</u>	<u>Proportion of Tax</u>	<u>Amount of Tax</u>
Barrington	7.2415042%	740,471.00
Dover	27.9217957%	2,855,107.00
Durham	9.6600423%	987,775.00
Farmington	4.0246878%	411,539.00
Lee	4.6557596%	476,069.00
Madbury	1.8742865%	191,653.00
Middleton	1.2959437%	132,515.00
Milton	3.1626581%	323,394.00
New Durham	3.5664666%	364,684.00
Rochester	21.2603219%	2,173,947.00
Rollinsford	2.8164008%	287,987.00
Somersworth	8.5581970%	875,107.00
Strafford	<u>3.9619357%</u>	<u>405,123.00</u>
 Total:	 100.00000%	 10,225,372.00

## AUDITORS RECOMMENDATIONS AND FINDINGS Year Ended December 31, 2000

Status of Prior Year's Findings (1999): There were no findings in the year 1999. Current Year's Findings: There are no current year findings.

# 2000 STRAFFORD COUNTY ANNUAL REPORT

David L. Connors & Co., P.C., Certified Public Accountants  
2000 Strafford County General Purpose Financial Statements as of  
December 31, 2000, Together with Auditor's Report Including Single  
Audit Act (Single Audit Act not ready at time of printing this  
report).

## *2000 ANNUAL REPORT OF THE RIVERSIDE REST HOME ADMINISTRATOR*

Riverside Rest Home is a 215-bed nursing facility established to care for the medically frail and elderly of Strafford County. Almost all of our residents are financially destitute due to the costs of medical care associated with their illness(es). As part of its operations, Riverside Rest Home manages a 20 bed unit dedicated to caring for people with Alzheimer's disease and related disorders and a twenty-two (22) bed unit for residents who are challenged by behavior problems. Our facility has an excellent reputation for the care given by our caring, professional staff.

Consistent with Riverside Rest Home's mission, we responded to many community crises in 2000. Riverside staff skillfully assisted with these emergencies by helping with placements with community-based services or in Riverside if necessary. This policy, as authored by the Strafford County Commissioners offers Riverside Rest Home staff the flexibility to handle a wide range of clients with admission criteria based on "how safe" a citizen is in their current living situation.

Activities held throughout the year included:

- Holiday Celebrations with Party and Decorations on each Unit
- New Year's Party
- Super Bowl Party
- Valentine's Day Parties
- Winter Blahs Party
- St. Patrick's Day Party
- Easter Egg Hunt and Children's Fashion Show with Children in Motion Day Care
- Participation in Memorial Day and Veterans Day Parades in Rochester
- National Nursing Home Week in May
- Pancake breakfast for staff, residents, and families



## 2000 STRAFFORD COUNTY ANNUAL REPORT

- New England Telephone Pioneer Party
- Family Resident Cocktail Party
- A week's stay at Weir's Beach in Laconia that included boat rides each day and two overnights
- Carnival Day of fun activities
- Ice Cream Smorgasbord
- Duck Tours in Boston
- Indian Head Resort (2 times annually)
- Trip to Foxwood Casino in May and October
- Gondola Rides up Cannon and Loon Mountains
- Rockingham Park Horse Races and Seabrook Dog Races
- Visited Several State Parks and Beaches
- Concerts on the Commons in Rochester, Prescott Park in Portsmouth, Cocheco Park in Dover
- Rochester Fair trips with 165 residents participating.
  - ✓ Residents won over 200 ribbons for various contest entries
- October Fest
- Halloween Party
- Trick or Treat with Children in Motion Day Care
- Christmas Fair & Bake Sale
- Resident Float in Christmas Parade in Rochester
- Line Dancing at Rockingham Ballroom
- Good Old Sports once a month
- Bingo trips once a month
- Church services twice a week; Bible study once a week
- New Program:
  - ✓ Eucharistic Ministerial Distribution involving new training program to be adopted by NH Diocese of Manchester
- Makeover morning once a month
- Plant vegetable and flower gardens
- Fishing trips
- Theater trips
- Boat Trips
- Ice Cream Trip
- Baseball games
- Resident Council and Dietary subcommittee meetings
- Sewing and art group, small group activities
- Exercise groups
- Clothing show
- Mentoring Programs at local schools:

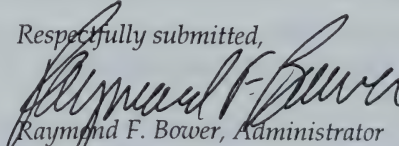
## 2000 STRAFFORD COUNTY ANNUAL REPORT

- ✓ Literacy volunteering at Woodman Park School in Dover
- ✓ Phoenix Group at Rochester Middle School (new program)
- Weekly Programs with Children in Motion Day Care for Residents and children
- Canobie Lake Trip
- Funtown Trip
- Christmas Tree Shop Trips
- Men's & Ladies Groups
- Summer Program with Happy Helpers Day Care
- Morning Coffees and Afternoon Teas
- Karaoke, live Entertainment, shopping trips, dinners out to restaurants, movies, matinees, and many, many other activities on a daily and evening basis, seven days a week
- 25% of Residents Voted in Election—highest percentage of participation in many years

We continue to be very concerned about the revenue picture for Riverside Rest Home into the future. The State of New Hampshire, which designs the Medicaid funding program for New Hampshire nursing home care has added no new funds in their budget for these services for several years. Many New Hampshire nursing homes are in serious financial trouble. We will continue to work actively along with the other nine (9) counties to attempt to address these concerns through the Legislature.

In closing, I would like to recognize the excellent senior staff of Riverside Rest Home, particularly Melody Jones, Director of Administrative Services, Daralyn Stewart, RN, Director of Nursing and Related Services, and Tracy Slate, Assistant Director of Nursing, who have been very supportive during my tenure at Riverside. I would also like to thank the Strafford County Commissioners for providing guidance and support. With everyone's continued efforts, coupled with the support of the Strafford County Delegation, Riverside will continue to provide excellent care to the elderly of Strafford County.

*Respectfully submitted,*

  
Raymond F. Bower, Administrator  
Riverside Rest Home

# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 2000 ANNUAL REPORT OF THE STRAFFORD COUNTY DEPARTMENT OF CORRECTIONS

In the year 2000, the Strafford County Department of Corrections continued to experience overcrowding in the facility. Our multi-purpose area continued to remain full and a 40' by 60' modular unit was attached to the facility. The modular unit was fully renovated to house an additional twenty-five (25) inmates.

All Correctional and Management Staff completed their forty (40) hours of required in-service training and have been re-certified by the Certification Board of the New Hampshire Association of Counties. Eight-(8) Correctional Officers graduated from the Corrections Academy.

We continue our agreements with the Federal Bureau of Prisons and the U.S. Marshals Service. We also renewed our contract with the Volunteers of America to manage low risk pre-trial offenders, who normally would be housed as inmates. We instituted electronic monitoring for sentenced inmates, keeping these inmates out of the facility as well.

### OFFICER, STAFF AND VOLUNTEER TRAINING

The Training program has completed its second year with an increase of in-service training hours from thirty-five (35) hours to forty (40) hours. The number of Field Training Officers (FTO) has also increased from two (2) FTO's per shift, to three (3) FTO's per shift. For the year 2000, we increased our Field Training for new Officers to four (4) weeks instead of two (2) weeks. All increases in the training were necessary to stay current with the Corrections arena. The following is a list of the classes that were offered to all staff:

- a. Cardio-Pulmonary Resuscitation (CPR) Recertification
- b. Case Law
- c. Industry Program
- d. Cell Searches
- e. Policies & Procedures
- f. Tattoos/Gangs
- g. Infectious Diseases

## 2000 STRAFFORD COUNTY ANNUAL REPORT

- h. Fire Extinguishers
- i. Dealing with Mentally Ill Persons
- j. Pro-restraint Chair
- k. Defensive Tactics
- l. Tour of New Hampshire Prison in Berlin
- m. Hostage Negotiations
- n. Report Writing
- o. First Aid
- p. Handcuffing
- q. Clothed Searches
- r. *Con Games Inmates Play*

### PROGRAMS REPORT

Strafford County had ninety-nine (99) work release participants, with six (6) revocations. Work Release Revenue was \$83,732.95, with five percent going to Victims Assistance, which totaled \$4,130.73.

Pre-employment Planning (PEPP) had two hundred-fifty (250) participants, with ninety-one (91) receiving completion certificates. One hundred and ten (110) inmates participated in the GED program, with forty-three (43) inmates tested, and twenty-three (23) inmates receiving their GED diploma. One (1) inmate was on education release and completed the eleventh grade, while two (2) inmates completed all requirements for a high school diploma through the Tutoring program. We had three hundred and two (302) inmates participate in the computer class, and fifty-eight (58) inmates in the anger management class. Forty-one (41) inmates were special education/coded and received the necessary services from North Country Foundation, special education teachers and counselors.

During 2000, our Volunteers' Program consisted of five (5) college externs (undergraduate students), two (2) graduate intern counselors, two (2) community college externs, nine (9) religious counselors, and three (3) volunteer counselors. Additionally, the weekly voluntary programs consisted of eight (8) Bible study sessions, three (3) Alcoholics Anonymous sessions, one (1) church service and six (6) individual spiritual counseling sessions. The vocational training course in computers continued this year and resulted in five (5) sessions in Microsoft Word, two (2) sessions in Microsoft Excel, three (3) sessions in Microsoft Access, and one (1) session in Microsoft



## 2000 STRAFFORD COUNTY ANNUAL REPORT

Power Point being taught. Each session consisted of upwards of five (5) students. The vocational training course is being continued into 2001. One (1) women's spirituality group was conducted for eight (8) weeks, serving twenty plus women and two (2) women's issues groups ran for six (6) weeks serving twelve (12) women.

### JAIL INDUSTRY PROGRAM

In 2000, the Jail Industry Program continued to grow. In March of 2001, the Industry program will be fifteen (15) years old. The program began in 1986 with a National Institute of Corrections five (5) month grant. The program is federally certified through the Bureau of Justice Assistance, which allows it to contract with private sector industry for work. The program has had work with several companies over the years, however, DT Magnetics of Dover, New Hampshire continues to be the primary source of income. We continue to work with Precision Assembly of Atkinson, New Hampshire and Ottomans Jewelry of Newmarket, New Hampshire. The Bureau of Justice has certified another company through the new environmental guidelines, but we have been unable to bring them on-line at this point. In 2000, the Jail Industry program employed one hundred and seventeen (117) different inmates. The pre-established goals set for the program were:

1. To reduce idleness;
2. Offset cost of incarceration;
3. Produce and deliver services and product needed in the public or private sector;
4. Provide inmate compensation; and
5. Provide meaningful work skills to inmates.

We have met all of these goals and continue to assist inmates with job placement, Department of Motor Vehicles and Social Security card issues, if needed, upon release.

The Family Weekend Program was not funded this year, but efforts are underway to enhance families in the coming year.

The Commissary project continues to be a success. Total funds returned to Strafford County in 2000 for Commissary were \$25,000.00. In addition, Strafford County Department of Corrections purchased several items for the benefit of the inmates, such as: televisions, a



## 2000 STRAFFORD COUNTY ANNUAL REPORT

refrigerator, and inmate jumpsuits. Jail Industry also continues to do the laundry for the Department of Corrections, as well as distributing it for the Department.

### Gross Income for 2000:

DT Magnetics	\$84,557.12
Ottomans	4,404.00
Precision Assembly	7,729.92
Laundry	7,150.93

The New Hampshire Victim Assistance Program received approximately \$5,000 from inmate earnings in 2000. The Courts and Probation Department received payments for fines and restitution through voluntary payment out of inmates' wages. Total monies earned from private sector companies since our Federal certification in 1986 have totaled:

Victims' Assistance (accrued)	\$54,639.52
Room & Board (accrued)	\$617,864.58
Inmate Wages (accrued)	\$1,093,091.15

We will continue to explore new sources of income for our program in the coming year, while actively seeking partnerships with other agencies whose goals are the same and to reduce recidivism within our population by providing tools and skills that will enable them to become productive citizens.

### CUSTODY REPORT

#### MONTHLY DAILY AVERAGE POPULATION FOR 2000

January	134.03
February	145.14
March	139.32
April	142.47
May	139.71
June	133.13
July	134.32
August	144.16
September	136.40
October	144.50
November	154.10
December	153.19

## 2000 STRAFFORD COUNTY ANNUAL REPORT

The average population for 2000 was 141.71. There were nine hundred, fifty-four (954) admissions, plus seven hundred, seventy-three (773) inmates held in protective custody. There were one hundred and fourteen (114) females incarcerated in 2000; fifteen (15) were Federal inmates and eleven (11) were from Rockingham County. There were one hundred, fifty-seven (157) males housed in this facility from other facilities, as follows:

Federal Bureau of Prisons	145
New Hampshire State Prison	5
Rockingham County	10
Hillsborough County	1
Carroll County	1

### 2000 OFFENSES

Non-support	39
Violation of Probation	196
Habitual Offender	30
Simple Assault	84
Resist Arrest	19
Driving While Intoxicated	9
Driving While Intoxicated, 2 <sup>nd</sup> Offense	59
Failure to Appear	41
Forgery	12
Bench Warrant	19
Fugitive from Justice	12
2 <sup>nd</sup> Degree Assault	9
Domestic Simple Assault	7
Violation of Protective Order	27
Violation of Bail Condition	14
Contempt of Court	3
Criminal Threatening	36
Reckless Conduct	9
Burglary	28
Aggravated Felonious Sexual Assault	14
Capias	4
Disorderly Conduct	2
Theft by Unauthorized Taking	8
Operate without a License	3

## 2000 STRAFFORD COUNTY ANNUAL REPORT

### 2000 OFFENSES (continued)

Possession of a Controlled Drug	15
False Report	5
Bail Jumping	10
Criminal Trespass	19
Aggravated Driving While Intoxicated	6
Sale of Marijuana	1
Felonious Sexual Assault	8
Failure to pay Fine	6
Bail Revocation	7
Violation of Court Order	2
Operate after Suspension	29
Armed Robbery	4
Robbery	3
Unarmed Robbery	1
Conspiracy to Commit Robbery	1
Stalking	9
Assault on Police Officer	4
Sale of Controlled Drug	6
Arson	5
Receiving Stolen Property	13
Sexual Assault	2
Theft	2
Attempt Theft	1
Theft of Services	2
Issue Bad Check	2
1 <sup>st</sup> Degree Assault	7
Possession of Marijuana	3
Harassment	5
Conspiracy to Distribute Controlled Drug	2
Possession of Drug	2
Shoplifting	8
Possession Drug Paraphernalia	2
Indecent Exposure	1
Conduct after Accident	5
Witness Tampering	10
Possession of Control Drug w/ intent to Sell	5
Obstruction of Reporting a Crime	14
Criminal Mischief	25
Conspiracy to Commit	2

## 2000 STRAFFORD COUNTY ANNUAL REPORT

### 2000 OFFENSES (continued)

Conspiracy to Sell Cocaine	2
Fraudulent use of Credit Card	2
Riot	5
Felon in Possession Weapon	3
Disobey Police Officer	15
Criminal Restraint	1
Possession of Alcohol	1
Assault on Prisoner	1
Acts Prohibited	5
Attempt Forgery	1
Perjury	2
Criminal Non-Support	6
Conspiracy to Commit Theft	2
Conspiracy to Commit Robbery	1
Possession of Burglary Tools	1
Prohibited Sales	1
Kidnapping	1
Manslaughter	1
Manufacture Controlled Drug	1
Gambling	1
Attempt Burglary	1
Negligent Homicide	1
Taking without Consent	2
Removed Marks	1
Release Defendant Awaiting Trial	1
Possession of LSD with Intent to Sell	1

### STRAFFORD COUNTY COMMUNITY CORRECTIONS PROGRAM

On December 31, 2000, Volunteers of America (V.O.A.) Northern New England completed its third year of operation at the Strafford County Community Corrections Program. The program's main objective is to guide pre-trial defendant's back into the community under the close supervision who may otherwise be incarcerated while awaiting trial. This is accomplished in conduction with the program's primary goals, which are:



## 2000 STRAFFORD COUNTY ANNUAL REPORT

1. To establish an intensive, comprehensive, self-improvement program for eligible pre-trial offenders that requires them to take responsibility for their offense as an alternative to incarceration.
2. To provide an intensive and comprehensive self-improvement program for eligible defendants that protects and enhances our local community in a cost-effective manner.
3. To ensure that the defendant appears in Court and that he/she does not commit any criminal activity while awaiting trial.

During its third year of operation, Volunteers of America received many referrals for the bail supervision program from a variety of sources that included the District and Superior courts, the Strafford County Attorney's Office, and the Public Defenders Program. Additionally, the Volunteer of America screened the existing pre-trial defendants who were incarcerated at the Strafford County House of Correction. The Strafford County Department of Corrections provided a daily bail list to V.O.A. to screen eligible defendants for the program.

In the program's third year of operation, the Strafford County Community Correctional Program serviced thirty-seven (37) clients, with an average caseload of thirteen (13). Of those serviced, seventy percent (70%) have complied with all conditions of their individual case plan/Court order and/or have successfully completed the program. Thirty percent (30%) violated the conditions of release and were returned to custody. Of those violations, all but one have been due to technical violations of the program (i.e., failed drug test, curfew violation, non-compliance, etc.).

Volunteers of America, Strafford County Corrections Program obtained one hundred, forty-four (144) urine samples in 2000. Out of those samples, eleven (11) or eight percent (8%) proved positive for drug use. Tests that were positive proved the following types of drugs were used: Marijuana, heroin, and cocaine.

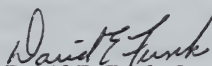
In the past year, Volunteers of America proved to be a financial benefit to the people of Strafford County. V.O.A. saved the County 3,906 bed days. Clients being housed at the Strafford County House of

## 2000 STRAFFORD COUNTY ANNUAL REPORT

Correction cost an average of \$63.50 per day. For the year 2000, the clients that the V.O.A. has served would have cost Strafford County \$248,003. The cost of Volunteers of America's services for the last year was \$67,648. The V.O.A. saved the County \$180,355 in bed days.

In conclusion, I would like to take this opportunity to thank the Strafford County Commissioners, and Ray Bower, County Administrator, for all their assistance and support in the year 2000. I would also like to thank all of the staff and volunteers of the Strafford County Department of Corrections for a job well done.

*Respectfully submitted,*



David E. Funk, Superintendent  
Strafford County House of Corrections

## 2000 STRAFFORD COUNTY ANNUAL REPORT

### 2000 ANNUAL REPORT OF THE STRAFFORD COUNTY ATTORNEY

The Office of the Strafford County Attorney is responsible for overseeing the investigation and prosecution of all criminal cases within the County. The County Attorney also serves as general legal counsel for Strafford County. The primary responsibility of the Office, and the bulk of its workload, is the prosecution of criminal cases. By statute, R.S.A. 7:6 and 7:34, the County Attorney serves as the Attorney General's representative in Strafford County, for the purpose of "enforc[ing] the criminal laws of the State." Thus, the County Attorney represents the interests of the State of New Hampshire in all criminal cases in Strafford County, with the exception of murder cases, over which the Attorney General's Office has exclusive jurisdiction. This function involves directing and/or reviewing criminal investigations undertaken by local and State Police; presenting evidence before the Grand Jury, either for investigative purposes or for the purpose of obtaining a felony indictment; reviewing and prosecuting misdemeanor cases that are appealed to the Superior Court; researching and responding to motions filed with the Court, attending depositions of witnesses and pretrial motion hearings; preparing witnesses for deposition, hearing, or trial; presenting the State's case at trial; arguing the State's position at the sentencing hearing; and representing the State's position in various post-conviction proceedings, such as sentence review, motions for new trial, and habeas corpus applications.

The second responsibility of the County attorney is to serve as legal counsel for Strafford County. This obligation also has its origin in R.S.A. 7:34. A variety of duties are performed by the County Attorney in fulfilling this function, including, upon request of the County Commissioners, representing the County's interest in civil litigation, in which the County or one of its agents is a party in State and Federal Courts; advising other County officials on legal matters; and acting as a legal resource for the members of the County's legislative delegation, including advising them of the legal implications of proposed legislation.

The County Attorney also has other duties that are prescribed by statute, including responding to untimely, suspicious, or unattended deaths, and ordering that autopsies be performed in such cases where

appropriate; initiating extradition proceedings to effectuate the return of fugitives to this State and representing the interests of other states in proceedings to return fugitives to them for prosecution. In addition, as an elected public official, the County Attorney has a duty to the people of Strafford County, and to the judicial system, to improve the quality of justice and assist in expanding public awareness and understanding of our legal system. The County Attorney meets this responsibility by serving as a public resource and speaking before a variety of civic and public organizations concerned with understanding and improving the quality of justice in Strafford County, and by serving on several committees and boards devoted to improving the legal system and law enforcement policies and procedures. The County Attorney is also actively involved in promoting legislation designed to improve the criminal justice system.

The County Attorney's Office also operates a Victim Assistance Program, which, through the efforts of the Victim Assistance Director and Coordinator, assists victims and witnesses to crime in dealing with the criminal justice system. This program is designed to reduce the confusion and fear that people—especially children and domestic and sexual assault victims—often experience when they become involved with the criminal trial process for the first time. The job of the victim-witness advocates is to inform and assist victims and witnesses in every phase of the criminal prosecution, and to ensure that victims have input into the disposition of the cases involving them.

The Strafford County Attorney's Office has continued the drug prosecution program first implemented in 1990 with the assistance of a Federal grant administered through the State Attorney General's Office. Through this program, a special prosecutor was hired to deal exclusively with the increasing caseload of drug offenses. The Drug Prosecutor meets regularly with area law enforcement officers involved in drug investigations and is available on a 24-hour basis for legal advice and one-party intercept approvals.

The Strafford County Attorney has a Chief Investigator on staff, whose primary responsibility is to conduct any follow-up investigation required on felony cases. The Chief Investigator assists the Office's prosecutors in trial preparations where necessary, including locating witnesses for trial. The Chief Investigator has also



## 2000 STRAFFORD COUNTY ANNUAL REPORT

conducted investigations at the request of local police departments within the County where there is a conflict that prevents the local agency from undertaking the investigation. In addition, the Investigator has conducted internal investigations for the County at the request of the County Commissioners. The Chief Investigator also coordinates and assists in conducting training programs offered by the County Attorney's Office to all law enforcement agencies in the County.

The County Attorney's Office, in conjunction with the Strafford County Department of Corrections, received a Federal grant in 1998 pursuant to the Violence Against Women Act (VAWA) for a Domestic Violence Prosecution Unit for the County's District Courts. This Unit consists of one full-time prosecutor, two victim-witness advocates, A Safe Place advocate, two probation officers, one office manager/clerical support person, and a project coordinator. The Domestic Violence Unit currently prosecutes all misdemeanor domestic violence cases for the police departments whose cases are heard in the Rochester and Somersworth District Courts. The Unit has been fully operational since 1999, and renewed funding was received in the year 2000. The project coordinator recently submitted a request for renewed grant funding for 2001 and beyond. It is hoped that in the year 2001 the project will be expanded County-wide and will have the resources to prosecute domestic violence cases for the police departments utilizing the Dover and Durham District Courts. To this end, the County Attorney has proposed adding a scaled-down version of the Domestic Violence Unit to the annual budget, in hopes that this valuable service to the citizens and law enforcement agencies of the County will continued should Federal funds no longer be available.

The County Attorney is a member of the newly formed Criminal Justice Council, a multi-disciplinary group charged with improving the quality and efficiency of criminal justice in Strafford County. In accordance with one of the goals of the Council, the County Attorney has proposed that a Vertical Prosecution Unit be added to the Office to give the County Attorney the resources to work closely with local law enforcement agencies on felony cases as soon as an arrest is made. When an Assistant County Attorney is able to become involved in a felony case immediately after the arrest and follow each case from the

## 2000 STRAFFORD COUNTY ANNUAL REPORT

District to Superior Court, the flow of cases through the system should become both smoother and speedier.

The County Attorney's Office continues to be active in advising local and County officials in many areas of law. In the year 2000, the County Attorney instituted an on-call system for the Office, so that an Assistant County Attorney is now available 24 hours a day, by pager, to advise and assist the County's fourteen (14) police departments and Troop A of the State Police on legal issues that arise in the course of their investigations. The County Attorney, the Deputy County Attorney, and the Assistant County Attorneys address many community and law enforcement groups on a variety of subjects, including: Child Abuse, Sexual Assault, Drug offenses, Motor Vehicle offenses, the workings of the Criminal Justice System, and many other topics of interest and concern to the community.

The following tables provide a summary of criminal case activity in 2000. All figures are the courtesy of Strafford County Superior Court.

### 2000 SUMMARY OF SUPERIOR COURT CASE ACTIVITY STRAFFORD COUNTY ATTORNEY

<u>Case Type</u>	<u>Entries</u>	<u>Dispositions</u>
Felony	588	553
Misdemeanor	210	220
Violation	14	2
Other	141	161
*Re-Entries	<u>1,683</u>	<u>1,522</u>
Totals	2,636	2,458

\*Re-Entries: Closed cases in which new litigation has arisen. For example: probation violations, re-trials following appeals, habeas corpus applications, motions for new trial.

# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 2000 TRIAL ACTIVITY

<u>Total Trials</u>	<u>Number</u>	<u>Percentage</u>
Scheduled	540	
Selected	77	14%
Not Reached	11	2%
Continued	189	35%
Pleas	199	37%
Nol Prossed	21	4%
Remanded	23	4%
Diversion	8	1%

*Respectfully submitted,*



*Janice K. Rundles*

*Strafford County Attorney*

## 2000 ANNUAL REPORT OF THE STRAFFORD COUNTY SHERIFF'S DEPARTMENT

*RSA 104:5 Duties:* He by himself or his Deputies, shall serve and execute all writs and other precepts to him directed, issuing from lawful authority; and shall perform the duties of Crier of the Court.

The Strafford County Sheriff's Office performs civil process service throughout the County, is responsible for prisoner transports and security while in the Courtroom, and has a duty to transport Involuntary Emergency Admission (IEA) patients to their appropriate destination.

A Deputy has been assigned and is responsible for investigation and apprehension of fugitives from justice on felony, domestic and small claims warrants.

In addition, the Sheriff's Office provides a search and rescue service for Strafford County with the use of the Bloodhound Unit Division. The dedication of this Division is instrumental in finding lost or runaway children and lost or missing elderly people. Assisting local Law Enforcement Agencies in the criminal apprehension of suspects is also a duty of the Bloodhound Unit.

## 2000 STRAFFORD COUNTY ANNUAL REPORT

The following is a breakdown of what the Sheriff's Office provided in services/revenue to Strafford County in 2000:

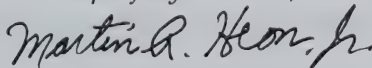
Number of Prisoner Transports (courts/hospitals/etc):	<u>3,611</u>
Civil Process Revenue Returned to County:	\$116,500
Bailiff (AOC) Revenue Received from State:	102,419
Prisoner Security Revenue Received from State:	26,080
Juvenile Transport Revenue Received from State:	7,888
Outside Detail Revenue:	<u>19,493</u>
 Total Return to Strafford County:	 \$272,380
Sheriff's Office Operating Budget:	<u>642,660</u>
 Cost to Strafford County Taxpayers:	 \$370,280

The Sheriff's Office provides personnel who dispatch for Barrington Police and Ambulance, Rollinsford Police, Madbury Police, Milton Police, Farmington Police, Fire, and Ambulance, New Durham Police, Middleton Police, Fire, and Ambulance, and Strafford Police.

My goal, with the help and support of the deputies, special deputies, bailiffs, court security personnel, dispatchers, and office support staff, is to continue the tradition of providing the residents of Strafford County with the most professional and efficient service.

It is my honor and pleasure to serve as your Sheriff. I look forward to the continued opportunity to serve all the residents of Strafford County for the remainder of this term and in future years to come.

*Respectfully submitted,*



Martin R. Heon, Jr., Sheriff  
Strafford County Sheriff's Department



# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 1999 ANNUAL REPORT OF THE STRAFFORD COUNTY REGISTER OF DEEDS

The Registry continues to build upon the new optical document imaging system, which is available for public use. As of January 1, 1997, the Registry stopped the creation of paper books, opting for space and time saving computers that will provide the public with access to forty years of indexes and thirteen years of imaged documentation. This thirteen-year period represents nearly forty-five percent of all the recorded documents in the two-hundred and twenty-eight (228) year history of the Registry.

2000 was an all-time record year for income to the County. Our office turned \$827,000, which was 6.6% above the 1999 amount, which was also a record year at 9.2% above 1998.

### YEARLY FORECLOSURES 1990 THROUGH 2000

<u>Year</u>	<u>Total Foreclures</u>
1990	239
1991	513
1992	391
1993	328
1994	271
1995	159
1996	160
1997	129
1998	87
1999	82
2000	40

### DOCUMENT RECORDING AND TRANSACTIONS

<u>Year</u>	<u>Documents</u>	<u>Year</u>	<u>Documents</u>	<u>Year</u>	<u>Documents</u>
1988	22,968	1989	23,819	1990	17,495
1991	16,403	1992	18,798	1993	19,139
1994	19,129	1995	15,912	1996	17,827
1997	19,066	1998	24,589	1999	27,792
2000	22,356				

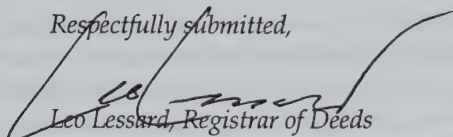
## 2000 STRAFFORD COUNTY ANNUAL REPORT

### REVENUES

<u>Year</u>	<u>To State</u>	<u>To County</u>	<u>Total</u>
1988	\$2,351,263	\$ 448,188	\$2,799,451
1989	\$2,007,567	\$ 432,705	\$2,440,273
1990	\$2,226,869	\$ 440,378	\$2,667,247
1991	\$1,977,391	\$ 463,461	\$2,440,852
1992	\$1,832,936	\$ 520,341	\$2,353,277
1993	\$1,674,373	\$ 540,896	\$2,215,269
1994	\$1,774,715	\$ 515,496	\$2,290,211
1995	\$1,722,451	\$ 453,342	\$2,175,793
1996	\$1,792,083	\$ 510,340	\$2,302,423
1997	\$2,111,521	\$ 542,686	\$2,654,207
1998	\$2,623,241	\$ 702,036	\$3,325,277
1999	\$3,945,457	\$ 772,870	\$4,718,327
2000	\$5,710,249	\$ 827,000	\$6,537,249

The Deeds Office continued to update and modernize its recording systems and to fulfill the requirements of the laws that apply to functions of recording, retrieval, and security within the office.

*Respectfully submitted,*



Leo Lessard, Registrar of Deeds  
Strafford County Registry of Deeds

# 2000 STRAFFORD COUNTY ANNUAL REPORT

## 2000 ANNUAL REPORT OF THE STRAFFORD COUNTY HUMAN SERVICES DEPARTMENT

The Strafford County Human Services Department is responsible for monitoring the State mandated programs billed to the County for Old Age Assistance (OAA), Aide to Permanently and Totally Disabled (APTD), Intermediate Nursing Care (INC), now referred to as Elder Care, and Board and Care of Children.

The County reimburses the State of New Hampshire fifty percent (50%) of the cost for OAA and APTD and twenty-five percent (25%) for Court-ordered services provided to children and their families. In regards to reimbursement for Intermediate Nursing Care (INC)/Elder Care, with the passage of House Bill 409, effective January 1, 1999, the County share was reduced from thirty-one percent (31%) to twenty-five percent (25%). County liability for services was expanded to include costs for Home and Community Based Care (HCBC) and payments to providers for prescriptions, hospital and physician appointments, as well as various other services. The County and the State continue to work at implementing new in-home services and determining the best way to provide these services at the lowest cost.

The Director of Human Services is also responsible for pursuing and determining parental reimbursement for court-ordered services, as well as utilizing third party insurance to reduce the costs of medical related services. All monies collected by the County are forwarded to the State. In turn, 25% of the collected amount is credited to the County, as well as a 15% administrative fee for expenses associated with collections. The total amount collected for 2000 was \$63,235.00.

The County continued to allocate Incentive/Diversion Funds received from the Division of Children, Youth, and Families to develop and enhance existing community programs with the goal of reducing and preventing costly out-of-home placements of children. A seven member selection committee consisting three (3) representatives from the Division of Children, Youth, and Families, one (1) community representative, two (2) County Commissioners or their designee, and the Human Services Director review applications and submit their recommendations to the Board of Commissioners for final approval. The following programs were funded for 2000:

## 2000 STRAFFORD COUNTY ANNUAL REPORT

### 2000 INCENTIVE/DIVERSION PROGRAMS

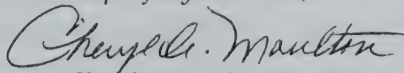
Adolescent Community Services Program  
Avis Goodwin Community Health Care Center  
Dover Adult Learning Center  
Family Resource Center of Farmington  
Farmington Recreation Summer Fun Program  
Friendship Express'd  
Healthy Universal Beginnings (HUB)  
Northern Strafford County Diversion Program  
Rochester Child Care Center  
Rochester Parent/Child Center  
Rochester Recreation Neighborhood Coalition  
Rochester Recreation Teen Adventure Camp  
Somersworth Recreation Kids on the Move  
Strafford County Family Intervention Program  
Strafford County YMCA Adventure Program  
Strafford County YMCA Youth Center  
UNH Cooperative Extension Community Coalition

### INFORMATION AND REFERRAL PROGRAM

Strafford County Human Services continues to provide Information and Referral Services to individuals seeking available resources throughout Strafford County.

I would like to take this opportunity to thank the Board of County Commissioners, Raymond Bower, Executive Assistant, and the Human Services Subcommittee of the Delegation for their continued support of my department. I want to extend my thanks and appreciation to all of my staff. The office continues to run smoothly and efficiently thanks to our "team" effort. Their dedication and hard work do not go unnoticed!

*Respectfully submitted,*



Cheryl A. Moulton, Director  
Strafford County Human Services



# 2000 STRAFFORD COUNTY ANNUAL REPORT

## *STRAFFORD COUNTY UNH COOPERATIVE EXTENSION ANNUAL REPORT FOR 2000 OCTOBER 1, 1999 - SEPTEMBER 30, 2000*

For over eighty (80) years, Federal, State, and County governments have worked together through Cooperative Extension to educate our residents so that they can make informed decisions. Cooperative Extension programs teach New Hampshire residents in practical ways and offers programs locally in all ten counties. Research results are presented in a usable manner enabling individuals, family members, business owners and community leaders to apply this knowledge to their daily needs. In addition, the youth of New Hampshire learn skills and gain knowledge from Cooperative Extension programs that help them develop into productive and responsible citizens. By training and utilizing volunteers, Cooperative Extension reaches more people and reduces program delivery costs. Programs and information provided through the Cooperative Extension enable New Hampshire to remain economically healthy and competitive by focusing on helping individuals, families, the state's economy and its natural resources. These efforts result in our state being a better place to live, work and visit.

The following are examples of efforts in the areas of Agriculture, Family Development, Forestry, 4-H Youth Development, and Nutrition.

### AGRICULTURE

On September 18, 2000, Geoffrey Njue filled the position of Extension Educator, Agricultural Resources, providing service to the citizens of Strafford County and Carroll Counties in the areas of Ornamental Horticulture and Turf Management. This includes greenhouse and nursery production, landscape and grounds maintenance along with coordinating the Master Gardener Program.

On February 5, 2001, Stephan Sifford was appointed Extension Educator, Agricultural Resources and Environmental Stewards, for Carroll and Strafford Counties and will be responsible for livestock,

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forage crops, general agriculture and environmental stewardship in both counties.

Agricultural support to Strafford County during the past year included:

- Master Gardener selection and training
- Presented workshop/pruning demonstration on tree fruit to homeowners
- Spoke to high school groups during County Government Week
- Facilitated farmers in obtaining their pesticide applicators permits
- Visiting and making contacts with growers, landscapers, town recreation directors and others involved in ornamental horticulture
- Master Gardener projects throughout county, including those at the Somersworth Housing Authority and the Homemakers of Strafford County
- Daily contact with clients/home owners on plant and insect identification and recommendations; homeowner questions/trouble shooting

Plans for the current year include:

- Continue working with Master Gardeners on Beautification Project at Riverside Rest home courtyard and patio; maintenance of the projects at Somersworth Housing Authority and the Homemakers of Strafford County
- Continue to actively work with growers and other clients as requested
- Provide twilight meetings and other educational workshops

### NUTRITION CONNECTIONS (EFNEP)

#### Nutrition Connections

*Nutrition Connections* consists of two nutrition education efforts: the Expanded Food & Nutrition Education Program (EFNEP) and the Food Stamp Nutrition Education Program (FSNEP). Both provide practical lifeskills education in nutrition, food budgeting, and cooking to limited-resource audiences. Eligible participants include those on TANF, Food Stamps, WIC, Medicaid, or SSI, as

## 2000 STRAFFORD COUNTY ANNUAL REPORT

well as schools with at least 50% of students on free or reduced-fee school lunch. *Nutrition Connections* works with groups and also with individuals in their homes, and clients include the developmentally disabled, emotionally challenged, foster-care teens approaching independent-living status, and Early Head Start mothers.

### *Nutrition Connections accomplishments for 2000:*

- Provided in-classroom, food/nutrition education to 464 school-age children at Rochester Parent-Child Center, Allen School (Rochester), Hilltop School (Somersworth), Milton School, the Spurwink School (Farmington), Dover Children's Home, Strafford Learning Center, and Somersworth Group Home.
- A total of 66 adults completed food/nutrition/cooking lessons in groups or at in-home sessions who successfully completed the 6-lesson *Smart Eating for Less* food/nutrition correspondence course.
- Contributed original articles on nutrition and food safety, including 5 to *Fosters* "At your Service" column and 3 to the *Granite State Consumer* column.
- Distributed 500 pamphlets and brochures on food/nutrition, food safety, and money management to area welfare offices and clinics.

### **FOOD SAFETY (8 hours/week)**

Food Safety Workshops: Strafford County's part-time Food Safety Educator presented 8 *SAFE (Safety Awareness in the Food Environment)* workshops to 2 school districts, 3 nursing homes, Strafford County Head Start, and 2 restaurants. *SAFE's* goals are designed to increase awareness of food safety hazards, boost food service personnel's commitment to safe food handling, and identify and control high-risk food-handling practices involving poor personal hygiene, cross-contamination, and time/temperature abuse.

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## 4-H & YOUTH DEVELOPMENT

### Positive Youth Development Through Volunteers Recruitment

- Ten (10) volunteers completed the volunteer screening process.
- Talked with 200 adults and 4000 youth about 4-H opportunities at various events in the County.

## VOLUNTEER TRAINING

Recruited, screened, and trained 10 adults as 4-H organizational or project leaders representing four (4) new clubs using the Leader Checklist.

- On-going leader training: 20 adults from organized clubs were instructed in the resources available to 4-H youth and Cloverbuds
- Through four (4) 4-H newsletters and three (3) County newsletters, ten "At Your Service" newspaper articles and many other direct mailings, volunteers received notice of events and articles on positive youth development and volunteerism.
- Sixth-nine (69) organizational and project leaders worked with two hundred ninety-nine (299) youth in organized 4-H clubs.
- Recruited more than one hundred and twenty (120) exhibit building judges and monitors; animal superintendents, judges, and show secretaries, and other helpful volunteers for the Rochester Fair.
- Worked with twenty adults and teens from the 4-H Advisory Council and teen committee to plan and oversee the first annual Chicken BBQ. Other fund raising events at the Fair included a Silent Auction and a Pie Auction.
- Worked with the Advisory Council to disperse scholarship monies to teens for Teen Conference; College scholarships; 4-Hers for camperships; and scholarships for adult volunteers to attend trainings.
- Rochester Fair -- Animal Superintendents, Judges, 4-H parents, 4-H leaders and volunteers.
- 4-H Advisory Council -- bimonthly meetings. Supported scholarships for 4-H camp, teens and adults.
- Attended eight (8) 4-H Clubs, meetings.
- Provide many hours of informal training, assistance, guidance, and support to 4-H leaders - usually on the phone.
- Managed the Strafford County Active Teen Club. Their main focus is community service projects.



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## POSITIVE YOUTH DEVELOPMENT PROGRAMMING

Sixty-one percent (61%) of Youth Reporting Through Clubs Indicated the Following:

- Good health practices and attitudes are developed.
- Sixty (60) youth participated in County, State and ESE activities and events that help develop self-esteem and healthy attitudes.

## PERSONAL AND SOCIAL COMPETENCE

- Skills for understanding self -- working with others, communicating, decision-making and problem solving.
- Getting along with others -- ninety-eight percent (98%)
- Expressing oneself through speaking or writing -- seventy-three percent (73%)
- Making decisions -- seventy-nine percent (79%)
- Managing Resources -- forty-one percent (41%)
- Working as a group member -- ninety-four percent (94%)
- Understanding oneself -- fifty-four percent (54%)
- Learning to ask questions, gather information -- ninety-one percent (91%)
- More than 100 youth and adults attended a SPACES Conference -- This is a Rockingham County event that Strafford participates in.
- Rochester Fair - Youth developed these competencies throughout the year and when they display their projects or show their animals.
- Clubs: Being involved in a club helps youth develop these competencies. Currently there are 28 4-H Community and Family Clubs in Strafford County with 9 of these Clubs as animal projects.

## COGNITIVE AND CREATIVE COMPETENCE

- Knowledge and ability to participate in creative expression through creative thinking, seeing, feeling, tasting, and hearing.
- Eighty percent (80%) of youth developed cognitive and creative competence in learning and applying project subject matter.
- Fifty-eight percent (58%) of youth constructed, developed or produced a product by participation in County Activities Day,

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State Activities Day or the Rochester Fair.

- Thirty percent (30%) developed presentation skills through the following educational activities -- Public Speaking, demonstrations and action exhibits.
- Strafford County Active Teens (S.C.A.T.) 4-H Club worked with the disability awareness puppets -- "Kids On The Block" and presented a skit at the Awards Night and have been asked to do a presentation at one of the 4-H Clubs.

### **Animal Science:**

- Two hundred forty (240) members completed one or more animal science projects with forty-six (46) volunteers providing leadership.
- County clubs meet regularly to work with youth in working steer, dairy goats, dairy, beef, swine, dog, small animals, rabbits, poultry, and horse projects.

### **Educational Events:**

- Twenty (20) youth participated in quiz bowl, judging or skillathon events. Four (4) members took part in the Horse Quiz Bowl, under the leadership of three (3) volunteers.
- Five (5) youth attended but did not participate in the Horse Judging/Hippology event.
- Many Strafford County youth participated in Eastern States Expo with their animals.
- One Horse Club Junior

### **Plant Science:**

- One hundred twelve (112) members completed a project under the leadership of eighteen (18) volunteers. The primary areas of interest -- fifty-four (54) in vegetable gardening and forty-eight (48) in flower gardening projects.

### **Educational Events:**

- Fifty (50) members participated in Rochester Fair by displaying their garden produce and flowers.

### **Environmental Stewardship**

- One hundred fifty-six (156) youth completed an environmental project with the leadership of thirty-two (32) volunteers.
- Strafford County 4-H Advisory Council provided two hundred seventy-six dollars and ninety cents (\$276.90) for camperships to 4-H camp.
- Forty (40) Strafford County youth attended 4-H camp. Two (2) members were CITs at 4-H camp

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### **Family and Consumer Science:**

- One hundred thirty-four (134) youth completed Cultural and Heritage Arts projects under the leadership of thirty-eight (38) volunteers.

### **Family, Resource Management, Textiles, Home Environment:**

- Forty-nine (49) members in consumer education, textiles and clothing, money and resource management and home environment with nine (9) volunteers providing leadership.
- Ten (10) members were surveyed in clothing and textiles and a total of two hundred and fifty (250) new techniques were learned. Two hundred and twenty-two dollars and ninety-nine cents (\$222.99) were saved collectively by making their own garments. 4-Hers report having made a total of 30 garments since they have joined 4-H.
- Eleven (11) volunteers taught clothing and textile projects with one hundred and twenty (120) hours of leadership.
- Ten (10) youth did "Let's Talk About Money" with eight (8) hours of volunteer time donated.

### **Human Development**

- Fifteen (15) members were trained by one (1) volunteer in a Baby Sitting Short Course in Rochester. Youth completed the course and learned about roles and responsibilities of a babysitter, how to handle emergencies, basics of children's growth and development, how to coordinate positive play activities for children and how to provide for basic needs of children.

### **Science and Technology**

- Sixty-one (61) youth completed projects in science and technology.
- Thirty-five (35) youth in Wood Science with two volunteers.
- Five (5) youth learned aerospace concepts with two (2) volunteer
- Five (5) youth completed bicycle safety project.
- Twenty-nine (29) members completed a photography project with the assistance of five (5) leaders.
- Twelve (12) youth completed projects in electricity.

### **Educational Events:**

- SPACES conference.
- County Activities Day
- Rochester Fair B 4-H youth demonstrated these competencies at the Fair.

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### · Science & Technology Workshop

#### VOCATIONAL COMPETENCE

- Understanding and awareness of life and career planning.
- Twenty-three percent (23%) practice vocational competence through career exploration.
- Twenty (20) youth completed county records.
- Eleven (11) youth completed applications: 4-H Congress one (1); Teen Conference --fourteen (14) teens attended with three of the chaperones were from Strafford County.
- Six (6) teens from the SCAT Club planned Winter Weekend but were unable to attend when the date was changed due to a storm.

#### CITIZENSHIP COMPETENCE

Understanding of personal values and participation in public efforts of citizenship that contribute to the community.

As Teen Conference Advisor, it was a pleasure to guide the nine member Teen Council in their monthly planning meetings for the Conference. These nine teens exhibited outstanding leadership qualities. They were responsible for planning the entire Conference from the workshops and presenters, to the entertainment and dances as well as dealing with behavioral issues. One hundred fifty (150) teens enjoyed the four-day Conference on Campus. Fifteen (15) chaperones also volunteered their time to help make the Conference a success.

- One hundred seven (107) members participated in some form of community service or citizenship activity with fifty-seven (57) community service/citizenship activity projects initiated.
- Fourteen (14) teens taught projects increasing their planning, leadership and communication skills.
- Forty-eight (48) members acquired new leadership skills as an officer or committee member. Thirty-seven served as club officers while, twenty-seven were involved in teen programs.
- Four (4) teens are on the Strafford County 4-H Advisory Council.
- Two teens are full members of the County Executive Council.



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### PARENT/FAMILY INVOLVEMENT IN YOUTH DEVELOPMENT PROGRAMS

- Maple Day -- In early March, 100 4-H youth and their parents watched as 4-H working steers helped collect maple syrup. This is the third year for this event. Different people attended each year.
- 4-H Cookout -- An annual event where youth and parents enjoyed a cookout and games.
- Newsletters
- Roller skating -- This event held with Rockingham county youth is an opportunity for 4-H'ers and parents to get to know each other and have fun!
- Farm and Forest Expo -- A place for sharing of ideas and fun. ( I only have one club participating here).
- Somersworth Children's Festival -- 4-H youth, parents, and the 4-H Council created 4-H awareness to more than 2000 people through hands-on activities.

### STRENGTHENING COMMUNITIES

- TAP (Teen Assessment Project) with Dover and St. Thomas
- Worked with Charlotte Cross (and her staff) and Dover Coalition For Youth group to implement and organize a survey of area youth which will be conducted in school year 1999/2000.
- Several other towns in Strafford County are looking into doing the TAP survey as well.

### MARKETING/PUBLIC RELATIONS

Opportunities to promote 4-H

- With the 4-H Advisory Council organized a Chicken BBQ, a Silent Auction, and a Pie Auction at the Rochester Fair as fund-raisers and publicity events.
- Promoted 4-H through a Power Point presentation created by a volunteer and shown at the Rochester Fair.
- Developed a packet of information to present to potential new Council members.
- Developed a 'new member packet'.
- County newsletters --wrote articles for the 3 county newsletters

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- Created four 4-H newsletters and mailed out to more than 300 families.
- Press releases -- wrote ten "At Your Service" articles for Dover's Fosters Daily Democrat. Wrote other articles promoting and publicizing 4-H events.
- IFYE presentations -- escorted the IFYE presenter at the Rochester Rotary.
- 4-H presentations -- Rochester Fair youth educational tours -- spoke with 2000 youth and adults
- Assisted with School-to-Farm Days program -- A three-day event held annually at UNH to create agricultural awareness for 1200 area 4<sup>th</sup> graders.
- Recruited for volunteers and new members at Somersworth Children's Festival.

### FAMILY DEVELOPMENT

In response to the changing structure and needs of families, UNH Cooperative Extension's Family Development program addresses issues of concern to residents of Strafford County.

This goal is achieved as the Family Development Extension Educator provides education through individual presentations and workshop series, newsletter and newspaper articles; provides training to, and management of, volunteers; collaborates and partners with community and agency leaders to assess needs and develop necessary projects; and develops needed new programs. In response to the complex and changing needs of families, the UNH Cooperative Extension Family Development program addresses areas of concern including:

- Parenting and Quality Childcare
- Family Finances
- Building Self-esteem
- Needs of low-income families

The overall goal of the program is to develop strong families, competent kids, and caring communities. *Some highlights of the current Family Development Program include:*

- Family Focus Parenting Education Programs

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- Family Focus Volunteer Parent Educator Training program
- Parent Child Playgroup for Transitional Housing Families
- Monthly Parenting Education Consultation Group
- Planning Ahead Staying Ahead-Money management Program
- High School Financial Planning
- Support of Community Coalitions
- Better Kid Care Satellite Training Series for Child-Care Providers

In addition to this programming, over 1500 human development and family resource management publications were distributed. Over 700 families in Strafford County received a monthly Cradle Crier or Toddler Tale newsletter with information matched to the age of their child.

### FOREST STEWARDSHIP ACCOMPLISHMENTS STEWARDSHIP INCENTIVE PROGRAM

- Woodland examinations: 892 acres for 33 landowners
- Weeding and thinning in young forest stands: 494 acres for 3 landowners
- Pruning of high quality white pine crop trees: 95 acres for 2 landowners
- Referrals to forestry consultants: 372 acres for 10 landowners
- Forest management plans: 1845 acres for 14 landowners
- Forest access roads laid out and/or completed: 20.43 miles for 38 landowners
- Wildlife openings: 9 acres for 5 landowners
- Steam cleanup after the ice storm: 2 acres for 2 landowners

### WORKSHOPS WITH YOUTH AND ADULTS

- Strafford town forest tour: 15 people
- Tree Farm Day at Les Barden's: 50 people
- Cross Country Trail Opening: 47 people
- Waterways Workshop: 30 people
- Forest Practice Tour: 15 people
- Pond Clinic: 36 people
- Timberstand Improvement and Chainsaw Safety: 3 people
- Chainsaw Safety: 2 people

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- County Government Days: 2 workshops with 38 people
- Forest Management Tour for College students: 18 students
- Backyard Sugaring: 2 workshops with 95 people
- Wildlife in Your Woods: 64 people
- Marketing through the Media: 3 workshops with 69 people
- Forestry Careers: 30 people
- Conservation Practices: 8 people
- Conservation practices: 8 people
- Black Bears: 7 people
- Forestry Practices for the NH Farm Museum: 8 people
- Shade Tree Pruning: 7 people
- Chainsaw Safety: 6 people
- Forestry Banquet about wildlife in New Hampshire: 64 attending

### NEWSTORIES

- Aquaculture on County lands
- Cross Country Running Trail Opening
- Habitat Improvement through Forest Management
- Sugarin', Birds and Bears
- Saving the Land
- Diminishing Forest Lands
- Tree Planting in December
- Forestry and Wildlife
- Working in a Watershed
- Selecting a Christmas Tree
- Black Bears

### OTHER EDUCATIONAL PROGRAMS

- Cooperating with JJ Newman to provide educational activities with the Homeschooled educators and their students. We are also working with the Commissioners to establish an aquaculture program for students on the abandoned lagoons here on County land. The process has already started and will begin the fish stocking in the spring of 2001.
- Continue to collaborate and cooperate with Lorie Chase and the Cocheco River Coalition.



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## OTHER ACTIVITIES

- Orientation of two new Extension Educators to the Strafford County Office
- Assisting on the hiring committees for the two new Extension Educators
- Took over the County Office Administrator duties and continue in that role of office, and budget management
- Working at the Farm and Forestry Expo in Manchester
- Assisting with the Moose Land Trust project
- Working with the Farmington Conservation Commission on the Town Forest
- Assisting the Boy Scouts in setting up the Jamboree here at the County Land
- Assisting Rep. Johnson with signage regulation along public highways

## DISTANCE EDUCATION PROJECT

In 2000 video conferencing continued to either be watched live or videotaped to be viewed at a later date. Examples include:

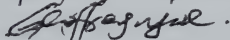
- Children, Youth & Families - 4-H Professionals
- Feeding Young Children
- Better Kid Care Series (Penn State) - Extension Specialists, Child Care Providers (Child Care Providers earn credits towards their licensing)
- Managing the Edge of Change
- Immunology - Strafford County Medical/Nursing Home personnel ; DHHS
- Influenza: The Next pandemic - NH Dept. of Health & Human Services
- Families Across Generations - UNHCE
- Grandparents Raising Grandchildren
- A Safer Community for Children and Youth
- Staff Development - Natural Resource Conservation Service

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### *PUBLIC OUTREACH EDUCATION IN THE COCHECO RIVER WATERSHED*

The purpose of the citizen and community based Cocheco River Watershed Coalition is to improve and protect the environmental quality of the Cocheco watershed, all that land which drains into the river and its tributaries. Goals are that watershed communities regard the river as an asset, that healthy fish populations exist as indicators of ecological health of the watershed, and that citizens become stewards of the river. In 2000, members monitored water quality, both at baseline sites for long-term understanding of the river systems and at areas of concern for restoration of the river. They participated in a wild trout habitat study in the upper watershed on the Mad River. The group sponsored cleanups at eight sites along the river from Farmington to Dover. The Coalition also sponsors student projects of the Gulf of Maine Institute Without Walls as the New Hampshire site. Future efforts include stream assessments and watershed management planning along with our regular program.

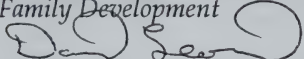
*Respectfully submitted:*



Geoffrey Njue, Extension Educator  
Agricultural Resources



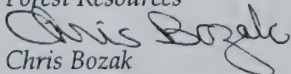
Thomas Linehan, Extension Educator  
Family Development



David Leonard, Extension Program Associate  
Expanded Food & Nutrition  
Education Program (EFNEP)



Don Black, Extension Educator  
County Office Administrator  
Forest Resources



Chris Bozak  
4-H & Youth Development  
Extension Educator



Lorie Chase, Project Coordinator  
Cocheco River Watershed Project



The William A. Grimes  
Strafford County Justice and Administration Building



On September 27, 1999  
This Building Was Renamed  
The William A. Grimes  
Strafford County Justice and Administration  
Building and Dedicated in Honor of Judge Grimes  
Who Served As Associate Justice  
of the NH Superior Court 1947-1966  
of the NH Supreme Court 1966-1979  
As Chief Justice of the Supreme Court 1979-1981

“A Judge for the People”



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### STRAFFORD COUNTY DELEGATION COMMITTEE MINUTES OF ROUND TABLE DISCUSSION OF JANUARY 21, 2000

Chairman Wall called the County Delegation meeting to order at 9:00 a.m. in Courtroom II of the William A. Grimes Strafford County Justice and Administration Building. Acting Clerk Miccolo read the notice of the meeting and called the roll, which showed the following members present:

PRESENT: Berube, Brennan, George Brown, Julie Brown, Cossette, Domingo, Johnson, Keans, Knowles, Arthur Pelletier, Rogers, Twardus, Vincent, Wall, and Woods (15 of 38).

EXCUSED: Callaghan, Lent, Lundborn, M. Pelletier, Smith, Snyder, Spear, Taylor, and Torr (9)

ABSENT: Bickford, DeChane, Estabrook, Gilmore, Grassie, Heon, Kaen, McKinley, Musler, Rogers, Rollo, Spang, Tsiros, and Vachon (14).

Also present were Commissioners Maglaras, Dumont, and Chagnon, Raymond F. Bower, Executive Assistant, Jean Miccolo, Executive Secretary, and Jim Kimball, Fosters Daily Democrat.

Chairman Wall thanked everyone for coming to the Round Table Discussion. She then gave the floor to County Commission Chairman Maglaras to make a brief overview of the status of County capital projects and future building plans. Chairman Maglaras stated that this meeting was being held to provide information on the County and answer any questions the Delegation may have regarding County operations. The three (3) main topics of discussion are the Courthouse and Courthouse operations; Riverside Rest Home; and the House of Corrections (Jail).

The first area discussed was the Courthouse. Currently, the Courthouse is filled to capacity by County departments and tenants. If expansion is necessary, the Commissioners have looked at two areas of adding onto the building.

At this point, the discussion turned to how to reduce the population at the House of Corrections to alleviate the overcrowding

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and alternatives to incarceration. Commissioner Dumont noted that the County's responsibility is to house those persons ordered to be incarcerated by the Justice system, or the Courts. The Commissioners have no say on who is sent to the House of Corrections. The County must provide adequate food, shelter, and clothing to inmates housed there because they have been sentenced by the Courts or are awaiting trial. However, County officials work very closely with the Courts, the judges, and the attorneys in trying to find alternatives to incarceration and ways to reduce recidivism, provide many programs at the Jail to alleviate the problems people incarcerated there face and therefore reduce the reasons for committing crimes.

There was discussion regarding the new County Attorney, the use of electronic monitoring, the use of Courtroom III, additional judges to reduce the backlog of cases, and other ways to alleviate the overcrowding at the House of Corrections. It was noted that there really is no incentive by pre-trial inmates or their attorneys to have a speedy trial. The longer they spend in jail on pre-trial basis, the shorter their sentence if convicted as it is regarded as "time served."

Chairman Wall asked about the status of the Jail Expansion Committee. Representative Johnson replied that they are awaiting some data, which was requested from other counties in order to develop a report with statistics.

In response to a question, Commissioner Maglaras responded that there are currently 150 inmates at the House of Corrections. However, because the HOC is divided into minimum, medium, and maximum-security areas, although the Jail can house up to 150 inmates, the security areas are overcrowded, except minimum security. The overflow is in medium and maximum-security areas.

There was further discussion regarding offering alternatives to incarceration. It was again reiterated that this decision is made by the Courts and we encourage them to utilize the alternatives that have been made available, as well as offering several rehabilitation programs available during incarceration or as an alternative to incarceration (if approved and if the sentenced inmate attends; pre-trial inmates do not have to attend any programs which are available). The County has a contract with the Volunteers of America. This program works with the inmates to keep them out of the House of

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Correction by providing a contract that the inmate must agree to and adhere to. Approximately 20 inmates are currently under this program. It was noted that Strafford County offers more programs to inmates than any other County jail in the State. All inmates have access to these programs. The problem is adequate space in which to offer the programs.

Representative Rogers noted that the problem is that we have people living in crowded, inhumane conditions. She asked if there were any lawsuits due to the overcrowded situation. Executive Assistant Bower responded that there are three (3) lawsuits that could allegedly be due to overcrowded conditions at the HOC. There was further discussion regarding the overcrowding at the HOC.

Commissioner Dumont noted that we currently have approximately 65 people on a waiting list to enter Riverside Rest Home. There are not enough beds. If the Commissioners could have their choice, they would build more beds to provide the nursing care needed for the frail and elderly of the County. But because of the moratorium on nursing home beds in the County, we are unable to even make this proposal.

Chairman Wall noted that it appears that the Delegation wants to ensure that every possible avenue of alternatives to building a new jail has been investigated and incorporated before any construction occurs. However, we need to look at what has been done and what is being offered at this time to alleviate the problem. She also wants to ensure that the Delegation is moving forward on this matter in order to make a well-defined, informed decision. There was some discussion on the insurance for the County.

Commissioner Maglaras then discussed future plans for Riverside Rest Home. Some items include an adult day care program, expansion of the Activities department to provide this service to the 65 people on the waiting list who need it.

There was further discussion regarding the House of Corrections/Jail. Representative Johnson reiterated the need for the information requested by the Expansion Committee in order to make a logical comparison to other Counties in the State. Executive Assistant Bower responded that we are awaiting the information from



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the other counties, which may be difficult to gather due to the different systems used and the general lack of computers at most jails.

Representative Cossette noted that he believes the better the facility for housing inmates, the lower the recidivism rate will be. He also stated that by building three (3) pods and housing boarders would reduce the amount of taxation now and in the future. It makes economic sense to add a third pod now for future use by the County and earn additional income in the interim. Construction and interest rates will only increase in the future, costing the taxpayers more later when more jail space is needed. Representative Pelletier noted that the Jail Expansion Subcommittee met with Mr. Jansen at the last meeting, who discussed the economic benefits of building three pods. During this discussion, Mr. Jansen noted that based on current trends, the County would require a third pod within the twenty- (20) year bond period for the Jail. Therefore, by adding the third pod now, the Jail will pay for itself within that 20-year period. There was some discussion about laying the foundation for a third pod and building it when it is needed. There was some discussion about future need of the Jail by boarders. Commissioner Maglaras noted that he spoke to the Federal Bureau of Prisoners, who stated that there is a need for Jail space by that agency well into the future.

Representative Keans noted that she has a philosophical problem with housing boarders for money. Commissioner Dumont stated that as part of keeping taxes low, the County takes boarders at the Jail in order to increase revenues and therefore, reduce the taxpayers payment to the County.

Representative Cossette agreed with the jail expansion, noting that he has no problem with the County making money in order to reduce taxes. Commissioner Chagnon also noted that another reason for the three-pod expansion proposal was to meet future demands for Jail space for at least the next twenty years.

With no further business, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,  
Jean L. Miccolo, Acting Clerk  
Strafford County Delegation



## 2000 STRAFFORD COUNTY ANNUAL REPORT

### STRAFFORD COUNTY DELEGATION COMMITTEE MINUTES OF PUBLIC HEARING OF JANUARY 26, 2000

Chairman Wall called the Public Hearing of the Strafford County Delegation to order at 7:00 p.m. Representative Grassie led the Delegation in the pledge of allegiance, followed by a moment of silence. Acting Clerk Miccolo read the notice of the meeting and called the roll, which showed the following members present:

PRESENT: Berube, George Brown, Julie Brown, Callaghan, Dechane, Domingo, Dunlap, Grassie, Keans, Knowles, Lent, Arthur Pelletier, Marsha Pelletier, Snyder, Spear, Vachon, Vincent, Wall, and Woods (19 of 38).

EXCUSED: Johnson, Kaen, Lundborn, McKinley and Taylor (5)

ABSENT: Bickford, Brennan, Cossette, Estabrook, Gilmore, Heon, Musler, Rogers, Rollo, Smith, Spang, Torr, Tsiros, and Twardus (14).

Also present were Commissioners Maglaras, Dumont, and Chagnon, Raymond F. Bower, Executive Assistant, Jean Miccolo, Executive Secretary, members of the public.

Chairman Wall invited Commission Chairman Maglaras to say a few words and then the public would be invited to speak. She asked that one spokesperson from each group make their presentation, then allow the public to speak on behalf of the group they are representing.

Commissioner Maglaras welcomed everyone to the Hearing and thanked them for attending and for their interest in the County. He reviewed the Commissioners Proposed Budget for 2000. He noted that the Commissioners' Proposed 2000 Budget has tax decrease over 1999 of \$1,190 and that this is the sixth time in the last seven years the County has had a tax *decrease*.

He briefly reviewed the Commissioners' Budget Message, which outlines the 2000 budget. Total expenditure requests are \$25,932,214, with estimated non-tax revenues of \$14,936,842.

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Chairman Maglaras noted that the budget includes funds for a possible wage settlement with the Union under the Contingency line item. The 2000 Proposed Budget would continue to implement a two-year Capital Improvement Plan, which was budgeted for in the 1999 budget. A short-term bond was approved and received in 1999 to carry out these improvements over this two-year period.

Although the Commissioners continue to be concerned about the overcrowded conditions at the Strafford County House of Corrections, no request for funds for an addition are included in this budget request. The Commissioners are awaiting the recommendations of the Jail Expansion Committee to the Full Delegation in this regard.

The Commissioners have recommended an increase to the Contracted Social Service Agencies of \$20,000, which, if approved, would be allocated by the Contracted Social Service Subcommittee and approved by the Executive Committee and Full Delegation.

Chairman Maglaras also noted areas of additional revenues at the House of Corrections, the Registry of Deeds and Riverside Rest Home, which are very strong in anticipated revenues.

The Commissioners thanked the Elected Officials and Department Heads, and the employees for their dedication to maintaining budget request amounts, while still providing outstanding service to the citizens of Strafford County. Department Heads and Elected Officials were very modest in their budget requests; once again, most kept their requests at or below 1999 levels. Any increases in requests were backed up with extensive explanations for the required additional amount.

Chairman Wall opened the meeting up to the public for comments. She asked if there was anyone from the public who wished to speak.

The first speaker was Earle Goodwin of 34 Arch Street, Dover. Mr. Goodwin asked about the status of the energy retrofit for Riverside Rest Home, which was budgeted for in the 1999. He stated that this project was not completed and inquired as to what had happened to the money that was allocated for it.

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Executive Assistant Bower explained that this item was budgeted for in the 1999 budget, under Capital Expenditures. As explained in the Commissioners' Budget Message and by Commissioner Maglaras, these capital items were funded in 1999 with the intention that they would be completed over a two- (2) year period, 1999 and 2000. Some of the capital items were completed in 1999, such as the new computer system. The energy retrofit was investigated in 1999. The County learned that no grant funds were available from the State to organizations who had received previous funding for energy retrofit, i.e., the Justice and Administration Building had received a State Grant a few years ago for an energy retrofit. We were also informed that more monies would be available in 2000, through a different program. The County has been working with officials from Public Service of New Hampshire in coordinating the energy retrofit for the Rest Home and will be seeking grant funds this year to complete the work. The money that was allocated is still available. Mr. Goodwin thanked Executive Assistant Bower for the explanation.

Chairman Wall asked if there were any members of the public who wished to speak. After three (3) requests for further input, she declared the Public Hearing closed at 7:10 p.m. and opened the Public Meeting of the Delegation.

Chairman Wall declared the meeting of the Delegation open and asked if any Representatives had any questions or comments in regards to the budget or other matters which could legally come before the Delegation.

Representative Berube asked if the Commissioners were aware of a piece of proposed legislation that would make it a felony to abuse a resident of a rest home, in any manner, and how they felt about such legislation.

Commissioner Maglaras noted that he was not aware of this legislation and requested a copy of it from Representative Berube. He stated that currently the Rest Home has a policy in effect that any suspected or reported forms of abuse to residents are reported immediately to a supervisor, who reports it to the Administrator, who then contacts the State of New Hampshire's Ombudsman's Office. The Ombudsman will then investigate the matter. More often than not, the

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report is usually found to be unsubstantiated or there are extenuating circumstances.

Representative J. Brown asked how many of the Representatives owned computers, as she had received a letter from a constituent that stated that persons without computers or e-mail should not be allowed to serve on the Legislature.

Chairman Wall reminded the chairmen of Subcommittees to schedule meetings as soon as possible. Meetings should be held between now and February 25, 2000. The Executive Committee will meet Friday, March 10, 2000 to hear the Subcommittee recommendations and the Full Delegation will meet on Saturday, March 18, 2000 to make final budget recommendations.

With no further business, Chairman Wall asked for a motion to adjourn. Representative Berube motioned to adjourn the meeting, seconded by Representative Vincent and accepted unanimously by voice vote at 7:18 p.m.

Respectfully submitted,  
Jean L. Miccolo, Acting Clerk  
Strafford County Delegation



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## *STRAFFORD COUNTY DELEGATION MINUTES OF MEETING OF MARCH 18, 2000*

Chairman Wall called the Public Meeting of the Strafford County Delegation to order at 9:07 a.m. in Superior Courtroom II of the William A. Grimes Strafford County Justice and Administration Building. Representative Julie Brown led the Delegation in the pledge of allegiance to the flag, which was followed by a moment of silence. Clerk Lundborn read the Notice of the Public Meeting and called the roll, which showed the following members present:

PRESENT: Berube, George Brown, Julie Brown, Callaghan, Cossette, DeChane, Domingo, Dunlap, Gilmore, Grassie, Kaen, Knowles, Lent, Lundborn, McKinley, Musler, Arthur Pelletier, Marsha Pelletier, Snyder, Spear, Torr, Twardus, Vachon, Vincent, Wall, and Woods (27 of 38).

EXCUSED: Bickford, Johnson, Rogers, Rollo, Smith, and Taylor (6).

ABSENT: Brennan, Estabrook, Heon, Spang, and Tsiros (5).

Also present were Commissioners Maglaras, Dumont, and Chagnon, Executive Assistant Raymond Bower, Executive Secretary Jean Miccolo, Register of Deeds Leo Lessard, Sheriff Martin Heon, County Attorney-Designate Janice Rundles, Superintendent David Funk, Bambi Miller, Rodney Woodill, Earle Goodwin, and Jim Kimball, Fosters Daily Democrat.

Chairman Wall recognized the new County Attorney-Designate Janice Rundles and welcomed her to the County. Attorney Rundles has been appointed to serve the remainder of County Attorney Lincoln Soldati's term. Attorney Rundles stated that she is looking forwarding to working at the County again. She invited interested Delegation members to contact her at any time with questions or comments. Chairman Wall noted that the Delegation had a proclamation to present to out-going County Attorney Lincoln Soldati, however, he was unable to attend. She read the proclamation for the Delegation, recognizing County Attorney Soldati for his eighteen-(18) years of loyal and dedicated service to the citizens of Strafford County. The proclamation will be presented to Attorney Soldati at his going away party next week.

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### 1. Report and Recommendation of Contracted Social Service Agencies Subcommittee

Chairman Wall recognized Representative Julie Brown to give the report of the Contracted Social Service Agencies Subcommittee. Representative Brown reviewed the Subcommittee's report for the Delegation. This Subcommittee met twice. They met with representatives from each of the Contracted Social Service Agencies, except the two requesting \$1 allocations, Strafford County Nutrition Program and Victims, Inc. Each agency explained their specific programs and their financial requests for the Subcommittee. Representative Brown thanked the Commissioners for including an additional \$20,000 in the Commissioners' Proposed Budget for the Agencies. The Subcommittee made the following recommendations, which were approved unanimously by the Executive Committee:

<u>Agency</u>	<u>Amount</u>
Strafford County Community Action	\$ 56,910
Avis Goodwin Community Health (Clinic)	41,030
Southeastern New Hampshire Service	21,000
Strafford County Nutrition Program	1
Great Bay Training Center	5,620
Strafford County Child Care Association	32,000
Seacoast Task Force on Family Violence	27,000
Strafford Hospice, Inc.	17,000
Strafford Guidance Center, Inc.	15,000
Victims, Inc.	1
Coalition of Strafford County Agencies	126,000
Dover Adult Learning Center	<u>32,340</u>
Totals:	\$373,902

Representative J. Brown noted that the Subcommittee had discussed at some length the allocation to the Coalition of Strafford County Agencies, VNA's. The consensus of the Subcommittee was that the amount of \$66,000 in severance pay given to the out-going Executive Director of the Rochester Visiting Nurse Association when they merged with Rural District VNA was excessive in light of the fact that the Executive Director had worked for the agency less than one

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year and that this is a non-profit agency. They had considered cutting the funding to the Coalition; however, decided that this would not serve the best interests of the residents of Strafford County. Representative Snyder, who serves on the VNA Board, stated that she felt the \$66,000 was an appropriate and fair severance amount for this individual, under the terms of their contract.

Representative M. Pelletier motioned to accept the recommendation of the Subcommittee as itemized above and as approved by the Executive Committee. Seconded by Representative Grassie. The motion was accepted as follows, 26 to 1, with Representative DeChane voting in the negative.

### 2. Report and Recommendation of Human Services Subcommittee.

Chairman Wall noted that Representative Rogers was excused and had requested that Executive Assistant Bower give the report of the Human Services Department Subcommittee. Executive Assistant Bower reported on the Subcommittee's recommendations to accept the Commissioners' Proposed Budget for the Human Services Department, which was unanimously approved by the Executive Committee, as follows:

<u>Department</u>	<u>Amount</u>
Human Services Department:	\$6,279,596

Representative Cossette noted that he was a member of the Subcommittee and they reviewed the budget for Human Services and approved it. Representative Cossette motioned to accept the recommendation of the Human Service Department Subcommittee, approved by the Executive Committee in the amount of \$6,279,596. Seconded by Representative Berube and accepted unanimously on a voice vote.

### 3. Report and Recommendation of Revenues, Bonded Debt, and Capital Expense Subcommittee

Representative Gilmore gave the report for the Revenues, Bonded Debt and Capital Expense Subcommittee. He noted that the anticipated revenue amounts for both the Registry of Deeds and the



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House of Corrections were increased and that the County will be retiring two (2) bonds this year. The Subcommittee agreed with Commissioners' Proposed Recommendation and the Executive Committee unanimously approved the recommendation of the Subcommittee, as follows:

<u>Line Item Description</u>	<u>Amount</u>
Capital Expenditures - Registry of Deeds:	\$ 51,500
Capital Expenditures - J&A Building:	6,000
*Capital Expenditures - Riverside Rest Home:	55,239
Interest on Temporary Loan:	328,506
*Principal on Bonded Debt-RRH:	83,250
*Interest on Bonded Debt-RRH:	26,055
Principal on Bonded Debt-Courthouse:	61,750
Interest on Bonded Debt-Courthouse:	<u>18,917</u>
Total:	\$ 631,217
Anticipated Revenues:	\$14,936,842

\*The Riverside Rest Home Subcommittee also approves these items.

Representative Domingo motioned to accept the recommendations of the Revenues, Bonded Debt and Capital Expenditures Subcommittee, as approved by the Executive Committee as listed above. Representative Lent seconded the motion and it was approved unanimously on a voice vote.

#### 4. Report and Recommendation of Criminal Justice Subcommittee

Representative Callaghan reviewed the report of the Criminal Justice Subcommittee. This Subcommittee reviews the budgets of the County Attorney, Drug Prosecutor Grant, District Court Program, Sheriff's Department, Dispatch Center, Medical Examiner, Department of Corrections, and Jail Industries Program. Representative Callaghan noted that the District Court Program grant ended March 1, 2000. The Subcommittee unanimously accepted the Commissioner's Proposed Budgets for recommendation to the Executive Committee for approval. The Executive Committee



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unanimously approved the recommendations for the following departments and amounts:

<u>Department</u>	<u>Amount</u>
County Attorney's Office	\$ 610,103
Drug Prosecutor Grant	53,399
District Court Program	6,945
Sheriff's Department	642,666
Dispatch Center	218,853
Medical Examiner	32,000
House of Corrections	3,061,062
Jail Industries Program	128,925
Jail Industries Contacts	<u>6</u>
Total:	\$4,753,959

Representative Callaghan motioned to approve the recommendations of the Criminal Justice Subcommittee as approved by the Executive Committee as listed above. Motion seconded by Representative M. Pelletier. Representative DeChane inquired about the salaries of the Elected Officials. This matter will be discussed in the Policy and Procedure Subcommittee report, after the 2000 budget has been approved. The motion was accepted unanimously by voice vote.

### 5. Report and Recommendation of the Riverside Rest Home Subcommittee

Representative Snyder gave the report for Riverside Rest Home Subcommittee. After reviewing each department's budget, the Subcommittee accepted the Commissioner's recommendations for the Riverside Rest Home budget. One of the few increases in the budget was to the Waste Management contract in the Maintenance Department. The County will now have to pay fair market price for these services, due to the expiration of the "sweetheart" contract that Commissioner Roland Roberge had worked out with Waste Management when he was alive. She reported on the status of the expansion to Unit 5 and the laundry. The construction trailer is on-site and work will begin on Monday. The Executive Committee approved these recommendations, as follows:

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<u>Department</u>	<u>Amount</u>
Administration	\$ 732,977
Purchasing	78,749
Dietary	1,552,609
Nursing	4,525,797
Socio-Behavioral Unit	889,908
Resident Services	65,710
Maintenance	717,427
Laundry & Sewing	348,409
Housekeeping	536,476
Physician & Pharmacy	125,012
Staff Development	91,344
Physical Therapy	245,364
Activities	282,875
Occupational Therapy	18,544
Social Services	226,848
*Insurances-RRH	1,409,568
*Capital Expenses-RRH	<u>55,239</u>
Total Expenses:	\$10,438,049

\*The General Government Subcommittee and Revenues, Capital Expenses Subcommittees also approve these items. In order to avoid redundancy, the amounts are included in that Subcommittee's totals.

Representative Snyder motioned to accept the recommendation of the Executive Committee as listed above for Riverside Rest Home in the amount of \$10,438,049, seconded by Representative DeChane.

Representative DeChane asked about the increase in the health insurance line. Executive Assistant Bower explained that as of July 1, 2000, there will be an increase of approximately 25% in the health insurance and this is reflected in the budgeted amount. Representative DeChane inquired as to how laundry will be done for the Rest Home while the construction is taking place, as the laundry area will be shut down. The laundry will be done at the Jail Industries during this period. Currently, the Jail Industries does the laundry for the Jail; however, with some creative scheduling they will be able to do the laundry for the Rest Home for this short period as well at no additional cost or staff.

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Representative DeChane asked about the ratification of the contract with the Union. The County and the Union are still working to reach a settlement on the contract. Once this is agreed upon, the wage settlement will be presented to the Delegation for approval and the Executive Committee will be asked to transfer to the appropriate line items from the Contingency Fund. The Commissioners are optimistic that a settlement will be reached within the amount estimated in the 2000 budget in the Contingency line item. Representative DeChane asked if the proposed increase for employees was 10% and 3%, as the Commissioners had recommended for the Elected Officials. Chairman Wall noted that with negotiations in progress with the Union, this was not an appropriate forum for this type of inquiry.

Representative DeChane asked about the Delegation's approval of the \$8,000 that the Commissioners approved to have murals painted at the Rest Home. Executive Assistant Bower explained that this is a three to four year project, to be funded out of the Maintenance line item, 5150.280, Building/Equipment Repair, which includes funds for projects such as this. Executive Assistant Bower further explained that this is being done to enhance the quality of life for the residents, and also creates a more aesthetic work environment for employees. An artist has been hired to paint extensive murals of outdoor, garden scenes to bring a more peaceful, soothing atmosphere to the Rest Home than the simply painted cinder block walls. The actual cost of this project is approximately \$8,000 per unit, one unit being done per year, unless funds allow for more. The total cost overall would be approximately \$24,000 for three units. This expenditure is made from existing funds in the budget.

Representative DeChane asked how much padding there is in the budget for these types of projects. Executive Assistant Bower replied that the budget is not padded; in fact, the Department Heads and the Commissioners are very frugal in their budget requests. Every year department heads are required to keep their requests for budget allocations at or below the previous year's request. If costs are anticipated to increase, backup and proof must be provided to the Commissioners and the Subcommittee. All information and backup for budget requests is available for review. If there is money available in a line item due to efficiency or lack of need for a specific item, that

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money is turned over to surplus to reduce taxes the following year. However, if there is a need for an item that was not specifically noted in the budget, the Commissioners have the authority to expend the money within that line item, or within the budget. As long as the bottom line of a department is not affected, monies within a department's line items can be re-allocated with that department.

Representative DeChane motioned to require the Delegation to scrutinize the budget more closely. It was noted that there was a motion on the floor. Representative Berube noted that although he agreed with the painting of the murals in order to make the Rest Home more home-like, he did not agree with using vendors from outside the County and the State.

Representative J. Brown noted that she was in favor of any work that made the Rest Home a better place for the residents to live. This is their home and they should be surrounded by things that make them feel calm and pleasant. These murals enhance the lives of the residents. Representative DeChane noted that she is not opposed to the mural, it is the principle of the matter.

Representative DeChane motioned to amend the original by cutting 20% from the administrative portion of the Riverside Rest Home budget. Representative Grassie seconded the motion. Commissioner Maglaras stated that the Delegation has the authority to make this kind of cut from the budget; however, without specifics on where the reductions are to be made, the Commissioners will have to decide on where to make these cuts. A 20% cut in the Administration portion of the RRH budget totals \$146,596. Representative DeChane stated that she is making this motion because it appears to her that there is some "padding" in the Rest Home budget that the Delegation is unaware of. She believes the budget needs more scrutiny.

Representative Lundborn stated that as a member of the Riverside Rest Home Subcommittee, which reviews every piece of documentation for budget requests. He feels that the Subcommittee does an excellent job in scrutinizing the budget. Department heads at RRH, and throughout the County, are very frugal in their budget requests and if more money is requested, it is backed up with documented proof.



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Representative Berube asked for clarification of the Commissioners' role and the Delegations' role in the budget process. The Commissioners present a proposed budget to the Subcommittees of the Delegation, the Subcommittees then make presentations to the Executive Committee for approval or change, and these recommendations are brought before the full Delegation for approval or change. The Delegation can make changes to the recommended budget; however, if the changes are not specific, the Commissioners have the authority to make the changes where they believe are in the best interest of the County. The bottom lines cannot be changed from what the Delegation approves; however, line items can be re-appropriated accordingly. The Delegation can make specific changes to line items in the budget process. The Commissioners still have the authority to change line items within specific departments, as long as the bottom line does not change. This is as per State law. The Commissioners report quarterly to the Executive Committee of the Delegation on the status of the budget. Commissioner Maglaras noted that if the Delegation were to make cuts in the budget that would make it impossible to pay certain County obligations, the Court system would order the County to make these payments.

Representative Keans stated that moves from one line item to another have to be approved in advance, not after the fact. Commissioner Maglaras noted that moves from line items within the same department do not require the approval of the Delegation, as long as there is no change in the bottom line of that department's budget. Movement of money from one department or section of the budget to another do require the prior approval of the Executive Committee, i.e., when a wage settlement is agreed upon, the monies are transferred from the Contingency Account to the appropriate salary line items, after approval of the Executive Committee. There was further discussion on this matter.

Representative Kaen moved the question on the amendment to the motion by Representative DeChane to cut 20% from the budget. Representative DeChane amended her motion to make cuts in specific line items, as follows:

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5100.001 Administrator's Salary	\$-1,400
5100.220 Labor Relations/Legal	- 500
5100.270 Administrator's Expense	-1,100
5100.279 Staff Recognition	<u>-3,000</u>

Total Reduction	\$-6,000
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The motion to amend was seconded by Representative Grassie. Representative Berube asked about the consequences of making reductions to these line items. Commissioner Maglaras responded to the question, reviewing the affect of the reduction on each of the above line items. Representative DeChane spoke to her motion, noting that the Delegation is the holder of the County purse strings and they have the authority to decide what they are going to pay someone.

Representative Spear noted that she is concerned about cutting amounts from departments at this point in the budget process; perhaps, the Delegation should go back to the Subcommittee level and review every department again. Chairman Wall noted that the function of the Subcommittee is to review the appropriate section of the budget and make recommendations to the Executive Committee and then to the Full Delegation. There was further discussion on this matter. Representative Vachon inquired as to why Representative DeChane was recommending cuts to these line items. Riverside has the reputation of being one of the best-run nursing homes in the State. The amended motion was called. The motion was defeated on a roll call vote, 24 -2, as follow:

YEAS: DeChane and Musler (2)

NAYS: Berube, G. Brown, J. Brown, Callaghan, Cossette, DeChane, Domingo, Dunlap, Gilmore, Grassie, Kaen, Knowles, Lent, Lundborn, McKinley, A. Pelletier, M. Pelletier, Snyder, Spear, Torr, Twardus, Vachon, Vincent, and Woods (24 of 26).

There was some discussion regarding notifying all Delegation members of all Subcommittee meetings. Chairman Wall stated that anyone with specific questions or wishing to be notified of meetings should contact the Chairman of the Subcommittee. Representative Berube stated that he would like to receive such notification.

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Representative Snyder called the original motion to approve the RRH budget as presented by the Subcommittee and as approved by the Executive Committee. The motion passed on a voice vote, 25 to 1, with Representative DeChane voting in the negative.

### 6. Report and Recommendation of General Government Subcommittee

Representative Rollo was absent due to illness. Chairman Wall requested that Executive Assistant Bower give the report of the General Government Subcommittee. He reviewed the report for the Delegation and reported that the Subcommittee and the Executive Committee approved the Commissioners' Proposed Budget for 2000. He noted that two new line items were being recommended by the Commissioners in order to create equity among employees at the Courthouse and Riverside Rest Home. The first of the two new line items is Employee Appreciation, which is used to provide gifts rewarding longevity of service and a dinner for employees of all County departments other than Riverside Rest Home, which has its own line item for this. The second new line item is Tuition Assistance, which has been available to Riverside Rest Home employees in the past and is now being made available to all other County department employees. Executive Assistant Bower also noted that the Administration budget includes a new quarter-time position to assist in the Commissioners office, and provides funds to increase a part-time position to full-time as of June 1<sup>st</sup> in the Registry of Deeds to keep up with the increase in activity in that office. The following amounts were approved by the Subcommittee and accepted by the Executive Committee:



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<u>Department</u>	<u>Amount</u>
Registry of Deeds:	\$ 341,052
Resource Agencies	
- UNH/Strafford County Cooperative Extension:	154,147
- Strafford County Conservation District:	48,250
Administration:	259,447
J&A Maintenance:	292,199
County Convention:	6,500
Employee Appreciation	1,750
Tuition Assistance	2,900
Contingency:	275,000
Interest on Temporary Loan	328,506
Health Insurance - J&A:	564,443
General Insurances - J&A:	100,235
*Health Insurance - RRH:	1,389,247
*General Insurance - RRH:	<u>20,321</u>
 Total General Government:	 \$3,783,997

\*The Riverside Rest Home Subcommittee also approves these items.

The total amount recommended by the General Government Subcommittee was \$3,783,997. Representative M. Pelletier noted that the Subcommittee reached a consensus on all budget recommendations. Representative M. Pelletier motioned to accept the recommendation of the Subcommittee as approved by the Executive Committee. Seconded by Representative Vachon. Representative DeChane asked for a breakdown of the health insurance line item and the employees receiving benefits. Executive Assistant Bower reported that all County employees are eligible for health insurance, including all Elected Officials. Representative DeChane also inquired as to whether the funding for the Commissioners' health insurance was part of this budget. Executive Assistant Bower responded that it was. In response to a question from Representative McKinley, Executive Assistant Bower replied that this is the second year of the contract with the Healthsource Schoolcare program. On July 1, 2000, the rates will increase by 25%. However, it was noted that although these rates are higher than those in 1999, the health insurance line item is lower in 2000 than it was in 1996. This health insurance package was requested



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by the Union and agreed to in negotiations last year. It is a lesser program for employees and costs the County less than the previous health insurance provider. The employees are also contributing more for health insurance than in the past, again decreasing the cost to the County.

Representative Keans inquired about the Elected Officials health insurance. All Elected Officials receive the same options as non-union and management County employees for health insurance.

Representative Keans asked about the insurance buyback offered to employees in lieu of insurance coverage. Employees who have insurance coverage through a spouse or another program receive a \$.50 per hour in lieu of the benefit, this includes Elected Officials. There was some discussion regarding the benefits that full and part-time Elected Officials receive. The cost of health insurance for employees is approximately \$2,800 per person for the single plan.

Representative G. Brown noted that there was also some discussion during the Subcommittee meeting regarding the payment to Delegation members for attendance at meetings. Some members felt that the stipend should be increased from the current amount of \$15 per meeting up to a total of \$25 per meeting, the maximum amount allowed by law. This matter will come up for discussion during the Policy and Procedures Subcommittee report.

The motion to approve the recommendation of the Subcommittee as approved by the Executive Committee for the General Government portion of the budget was called. The motion passed unanimously on a voice vote, 25-1, with Representative DeChane voting in the negative.

### 8. Approval of Strafford County Budget for 2000

Representative J. Brown motioned to approve the Executive Committee's recommendation for total expenditures for Strafford County as presented in the Commissioners Proposed Budget in the amount of \$25,932,214. Seconded by Representative Callaghan. The motion passed on a roll call vote as follows:

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YEAS: Berube, G. Brown, J. Brown, Callaghan, Cossette, DeChane, Domingo, Dunlap, Gilmore, Grassie, Kaen, Keans, Knowles, Lent, Lundborn, McKinley, A. Pelletier, M. Pelletier, Snyder, Spear, Torr, Twardus, Vachon, Vincent, and Woods (25 of 26).

NAYS: DeChane (1)

Representative M. Pelletier motioned to approve the Executive Committee's recommendation for total Revenues and Surplus for Strafford County as presented in the Commissioners Proposed Budget in the amounts of \$14,936,842 and \$770,000, respectively. Seconded by Representative Callaghan. The motion passed on a roll call vote as follows:

YEAS: Berube, G. Brown, J. Brown, Callaghan, Cossette, DeChane, Domingo, Dunlap, Gilmore, Grassie, Kaen, Keans, Knowles, Lent, Lundborn, McKinley, A. Pelletier, M. Pelletier, Snyder, Spear, Torr, Twardus, Vachon, Vincent, and Woods (25 of 26).

NAYS: DeChane (1)

Representative J. Brown motioned to approve the Executive Committee's recommendation for total amount to be raised by taxation for Strafford County as presented in the Commissioners Proposed Budget in the amount of \$10,225,372. Seconded by Representative Berube. The motion passed on a roll call vote as follows:

YEAS: Berube, G. Brown, J. Brown, Callaghan, Cossette, DeChane, Domingo, Dunlap, Gilmore, Kaen, Keans, Knowles, Lent, Lundborn, McKinley, A. Pelletier, M. Pelletier, Snyder, Spear, Torr, Twardus, Vachon, Vincent, and Woods (24 of 26).

NAYS: DeChane (1)

ABSENT: Grassie (1) (out of the room)

### 9. Policies and Procedures Subcommittee Report

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Chairman Wall reported that after reviewing the information received on the Strafford County representative to the Pease Development Authority (PDA), it was determined that this is a three (3) term (based on the RSA), which expires June 1, 2001. She noted that there are two problems that need to be rectified concerning this position. The first is a procedural issue that the Delegation needs to be aware of in order to make a correction. In 1998 when the Delegation re-nominated Mr. Art Nickless to this position, it was for a two- (2) year term. It is believed that a motion to change this to a three- (3) term would correct this procedural error. In response to a question, the original term for the PDA representative was two (2) years, from 1993 to 1995, for Mr. George Meyer. In 1995, the Delegation approved keeping Mr. Meyer in the position for another term (no definite period of time was given). In 1997, Mr. Meyer was hired as Executive Director of the PDA and the Delegation nominated Mr. Art Nickless to fill the remainder of his term. In 1998, when the term expired, the Delegation nominated Mr. Nickless as the Strafford County Representative for a two-year term, which should have been a three-year term.

The second problem is that the Governor, Senate President, and Speaker of the House never approved the nomination and appointed Mr. Nickless to this position. A letter outlining these issues has been drafted and upon the recommendation of the Delegation will be sent to the Governor for rectification.

Representative Lundborn motioned to approve Mr. Nickless' position as the Strafford County Representative to the PDA for a three-year term, from June 1, 1998 to June 1, 2001. Seconded by Representative Knowles and accepted unanimously on a voice vote.

Chairman Wall reported on the second item of business for the Policy and Procedures Subcommittee was to review and recommend salaries for the Strafford County Elected Officials for the 2001-2002 term. The Subcommittee heard from the Register of Deeds and the Sheriff on this matter, as well a memorandum from the Commissioners with a recommendation of a 10% increase in 2001 and a 3% increase in 2002 for all Elected Officials. After much discussion, the Subcommittee voted 3 to 2 to recommend the following salaries for Elected Officials for the 2001-2002 term:



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Position	Current Salary	Proposed 2001 Salary (10%)	Proposed 2002 Salary (3%)
Commission Chair	\$ 8,750	\$ 9,625	\$ 9,900
Commissioners (2)	8,250	9,075	9,350
County Treasurer	6,000	6,600	6,800
County Attorney	56,266	61,900	63,750
Register of Deeds	37,020	40,725	41,950
Sheriff	37,546	43,500	46,200

Representative Keans motioned to table this matter until the fall. Seconded by Representative DeChane. It was noted that this could not be tabled as the law states that the salaries of Elected Officials must be set prior to the filing date for office. Representative Keans motioned that this matter be tabled to a day certain in May, with the meeting to be held in Concord, and invite the PDA Representative to the meeting to give a report at that time as well. Seconded by Representative DeChane. Representative Berube noted that the Delegation has received adequate information on this matter to be able to make an informed decision today. There was some discussion on this matter. In an effort to clarify this matter, Representative A. Pelletier read the RSA that covered Elected Officials' compensation as follows:

"RSA 23:7 Establishing Compensation: Every county convention shall have the power to establish salaries, benefits and other compensation paid to elected county officers including the county attorney, sheriff, register of deeds, treasurer, and county commissioners. For the purposes of this section, "compensation" shall include salary, longevity pay, vacation and sick pay, allowances, and all other payments made by the county to its officers, plus the fair market value of any compensation paid in kind if reportable as income for federal income tax purposes, plus all fringe benefits that may be provided including health insurance and retirement, and may also include an upper limit on the amount of mileage and out-of-pocket expenditures reimbursable to each officer. Said compensation shall be established biennially by the county convention prior to the filing date required under RSA 655:14 for the elected offices listed in this section, upon recommendation of the executive committee which shall remain in effect during their term of office. Notwithstanding any other



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provision of law to the contrary, in counties in which any of the officers listed in this section receive fees or mileage, or both, for services performed by them as part of their compensation, the county convention may put such officer on a salary and expenses basis. Such officer may be required to continue to collect the usual fees and mileage for the service performed and to pay over all such fees and mileage to the county treasurer for the use of the county. In such event, the amount such officer received in fees and mileage, less expenses, shall be included in determining the minimum at which his salary may be established unless a lesser amount is agreed upon by the incumbent officer at that time. In no case shall the salary or other compensation of any of such officers be established at a lesser amount than that which was in effect December 31, 1972."

The motion was called and was defeated 18 to 8 on a roll call vote as follows:

YEAS: J. Brown, Callaghan, DeChane, Dunlap, Gilmore, Keans, Musler, and Woods (8)

NAYS: Berube, G. Brown, Cossette, Domingo, Grassie, Kaen, Knowles, Lent, Lundborn, McKinley, A. Pelletier, M. Pelletier, Snyder, Spear, Torr, Twardus, Vachon, and Vincent (18 of 26).

Representative J. Brown motioned to divide the question on the salaries of Elected Officials. Seconded by Representative Berube. The motion was clarified by stating that each Elected Official's salary would be discussed and voted on separately. The motion passed unanimously on a voice vote.

Representative Lundborn motioned to set the salaries of each position for the two-year period of the 2001-2002 term. Motion seconded by Representative M. Pelletier and accepted unanimously on a voice vote.

Representative J. Brown motioned to begin by discussing and voting with the County Treasurer. Seconded by Representative Torr. Representative Cossette asked how the 10% and 3% increases for 2001 and 2002 respectively recommended by the Commissioners were developed. It was explained that County employees received a 3% increase in 1998, 4% in 1999 and will receive an approximate 3%

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increase for 2000, for a total 10% for the past three- (3) years. In order to bring the Elected Officials in par with the County employees, the Commissioners felt this would be a fair and equitable amount. The 3% for 2002 was an estimate based on previous years' salary increases for employees.

Representative J. Brown noted that in regards to the Treasurer's position, since there is a new assistant treasurer position, and that the Treasurer is not in the office very often, she did not feel it appropriate to give a pay increase. Vice Chairman responded to this by stating that there is no new assistant Treasurer and that the salaries for Elected Officials are based on the responsibilities of the position, not the individual. He added that there is a Deputy Treasurer position as per State law and this position has been in place for over twelve years.

Representative Lent noted that he does not feel qualified to set the salaries for these positions and that based upon the information presented, he has a difficult time deciding what a fair salary would be for them.

Representative J. Brown motioned that the Treasurer's salary for the 2001-2002 term be set at \$6,000. Seconded by Representative Keans. The motion failed on a roll call vote, 9 to 14, as follows:

YEAS: Berube, J. Brown, DeChane, Dunlap, Keans, M. Pelletier, Torr, Vincent, and Woods (9)

NAYS: G. Brown, Cossette, Domingo, Gilmore, Grassie, Kaen, Knowles, Lent, Lundborn, McKinley, A. Pelletier, Snyder, Spear, Twardus, and Vachon (15 of 24).

\*Representatives Callaghan and Musler were excused at this time.

Representative Kaen motioned to set the salary of the Treasurer at \$6,700 for the 2001-2002 term. Seconded by Representative Domingo. Representative Gilmore stated that he felt a 12% increase was high for an Elected Official. Representative Cossette suggested that a percentage increase for each position be set. Representative Gilmore suggested that the motion on the floor be withdrawn and a motion to

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give Elected Officials a seven percent (7%) increase for the 2001-2002 term be discussed.

Representative Kaen withdrew her motion to set the salary of the Treasurer at \$6,700. Representative Domingo withdrew the second. Motion was withdrawn. The motion to divide the question by Elected Officials was reconsidered. Motion by Representative Gilmore to reconsider the division of votes for Elected Officials salaries; seconded by Representative Berube. Motion was reconsidered. Representative Lundborn called the question. The motion to reconsider the division of salaries passed on a roll call vote, 18 to 6, as follows:

YEAS: Berube, G. Brown, Cossette, Domingo, Gilmore, Grassie, Kaen, Knowles, Lent, Lundborn, McKinley, A. Pelletier, M. Pelletier, Snyder, Spear, Twardus, Vachon, and Vincent (18 of 24)

NAYS: J. Brown, DeChane, Dunlap, Keans, Torr, and Woods (6).

Representative Gilmore motioned to increase the current salaries of all County Elected Officials by 7% for the 2001-2002 term. Seconded by Representative Lent. There was some discussion on this motion. Representative Berube moved the question. The motion passed on a roll call vote, as follows:

YEAS: Berube, G. Brown, J. Brown, Cossette, Domingo, Dunlap, Gilmore, Grassie, Kaen, Knowles, Lent, Lundborn, A. Pelletier, M. Pelletier, Snyder, Spear, Twardus, Vachon, Vincent, and Woods (20 of 24)

NAYS: DeChane, Keans, McKinley, and Torr (4).

The breakdown for the salaries of Elected Officials is as follows for the 2001-2002 term:

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Position	Current Salary	7% Increase	Salary 2001-2002
Commission Chair	\$ 8,750	615	\$ 9,365
Commissioners (2)	8,250	580	8,830
County Treasurer	6,000	420	6,420
County Attorney	56,266	3,939	60,205
Register of Deeds	37,020	2,595	39,615
Sheriff	37,546	2,629	40,175

The next item discussed was the stipend paid for Delegation members. The current amount received is \$15 per meeting, plus \$.28 per mile. The State RSA governing reimbursement for County Delegation members sets the maximum at \$25 per meeting. Representative McKinley motioned to leave the rate as it is at \$15 per meeting. Seconded by Representative DeChane. This matter was discussed. The motion was called and failed on a roll call vote, as follows:

YEAS: DeChane, Lundborn, McKinley, and Vincent (4)

NAYS: Berube, G. Brown, J. Brown, Cossette, Domingo, Dunlap, Gilmore, Grassie, Kaen, Keans, Knowles, Lent, A. Pelletier, M. Pelletier, Snyder, Spear, Torr, Twardus, Vachon, and Woods (20 of 24).

It was noted that the Delegation has not received an increase in this stipend for many years. Representative Vachon motioned to increase the stipend paid to the Delegation for meetings to \$25 per meeting effective for the 2001-2002 term. Seconded by Representative G. Brown. Representative Keans motioned to amend the motion to set the amount at \$20 per meeting. Amendment seconded by Representative DeChane. Representative Vachon did not agree with the amendment. The motion as amended, failed, 6 to 18, as follows:

YEAS: Dunlap, Keans, Knowles, Lent, McKinley, and Torr (6)

NAYS: Berube, G. Brown, J. Brown, Cossette, DeChane, Domingo, Gilmore, Grassie, Kaen, Lundborn, A. Pelletier, M. Pelletier,



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Snyder, Spear, Twardus, Vachon, Vincent, and Woods (18 of 24).

The original motion to increase the stipend for the Delegation from \$15 to \$25 per meeting for the 2001-2002 term was called. The motion passed on a roll call vote, 15 to 9, as follows:

YEAS: Berube, G. Brown, J. Brown, Domingo, Dunlap, Gilmore, Grassie, Kaen, A. Pelletier, M. Pelletier, Snyder, Spear, Twardus, Vachon, and Vincent (15 of 24)

NAYS: Cossette, DeChane, Keans, Knowles, Lent, Lundborn, McKinley, Torr, and Woods (9)

The next order of business was to approve the minutes of the January 26, 2000 Public Hearing. Representative Knowles motioned to approve the minutes of the January 26, 2000 Public Hearing and Meeting as written. Seconded by Representative Lundborn and approved unanimously on a voice vote.

Chairman Wall recognized Representative Barbara Spear, who will be retiring from the House of Representatives and the County Delegation in April. Representative Spear has been an active member and participant on the County Delegation for many years and has provided a lot of expertise in several areas of County business. The Delegation gave her a resounding round of applause. Representative Grassie presented Representative Spear with a bouquet of flowers on behalf of the Delegation.

With no further business, Representative DeChane motioned to adjourn the meeting; seconded by Representative Woods and accepted unanimously on a voice vote at 12.35 p.m.

Respectfully submitted,  
Raymond Lundborn, Clerk  
Strafford County Delegation

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### *STRAFFORD COUNTY DELEGATION MINUTES OF MEETING OF JUNE 23, 2000*

Vice Chairman Knowles called the meeting to order at 9:00 a.m. asked that the Clerk call the roll, which showed the following members present:

PRESENT: Berube, Bickford, Brennan, George Brown, Callaghan, DeChane, Domingo, Dunlap, Gilmore, Johnson, Kaen, Knowles, Lent, Lundborn, McKinley, Snyder, Twardus, and Vachon (18 of 38).

EXCUSED: Julie Brown, Keans, A. Pelletier, M. Pelletier, Smith, Taylor, Torr, Vincent, Wall, and Woods (10)

ABSENT: Cossette, Estabrook, Grassie, Heon, Musler, Rogers, Rollo, Spang, Spear, and Tsiros (10).

Also present were Commissioners Maglaras, Dumont, and Chagnon, Executive Assistant Raymond Bower, Treasurer Pamela Arnold, Executive Secretary Jean Miccolo, Superintendent David Funk, Jail Consultant David Bennett, William Fortier, Earle Goodwin, Ed Jansen, Cal Schroeder, Rodney Woodill, and Jim Kimball, Fosters Daily Democrat.

Vice Chairman Knowles stated that since a quorum was not present, the meeting could not take place. Another hearing and meeting cannot be held for at least ten (10) days as it has to be advertised. A few informational items were discussed, but no action was taken at this time. Vice Chairman Knowles asked Commissioner Maglaras to bring those present up to date on the Union Settlement and the work of the Jail Consultant. Commissioner Maglaras stated that the Commissioners and the Union have reached an agreement for a settlement that is in the best interest of all. He recommended that since money has been appropriated in the budget to cover the wage settlement portion of the agreement, that once the Union ratifies it next week, that the Commissioners implement the new wage scheduled as agreed to. It would be unfortunate to make the employees wait until the Delegation meets again to receive their wage increase. The consensus was go forward with the agreement. Commissioner Maglaras then stated that as far as the Jail Consultant,

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the County will have to fly him back to New Hampshire from Utah for the next meeting, which we hope to hold within the next two weeks, as his schedule allows in order to make his presentation to the Delegation regarding the status of the jail proposal.

Vice Chairman Knowles thanked everyone that attended today's meeting; however, because there are not enough Delegates present to have a quorum, no meeting can be held. He apologized to those members of the public who had come for their interest in County events. Representative Bickford asked about the paving portion of the \$500,000 bond request. It was explained that the actual amount needed to move forward with the recommendation of the Jail Expansion Committee and the Executive Committee was \$264,661, which includes temporary housing and the jail consultants. The paving was part of the project included in the capital improvement plan. Representative DeChane asked if the next meeting would be at the call of the Chair. The reply was yes.

The meeting was adjourned due to a lack of a quorum at 9:45 a.m.

Respectfully submitted,  
Raymond Lundborn, Clerk  
Strafford County Delegation

### ***STRAFFORD COUNTY DELEGATION MINUTES OF PUBLIC HEARING & MEETING OF JULY 14, 2000***

There being a quorum present, Acting Chairman Knowles called the meeting to order at 9:15 a.m. The Delegation recited the Pledge of Allegiance to the Flag. After a moment of silence, Acting Clerk Dennis Vachon called the roll, which showed the following members present:

PRESENT: Berube, Bickford, Brennan, George Brown, Julie Brown, Callaghan, Cossette, DeChane, Dunlap, Estabrook, Gilmore, Johnson, Kaen, Keans, Knowles, Lent, McKinley, Musler, A. Pelletier M Pelletier, Rogers, Rollo, Smith, Taylor, Torr, Twardus, Vachon, Vincent. (28 of 38)

EXCUSED: Domingo, Grassie, Lundborn, Snyder, Spang & Wall (6)

ABSENT: Heon, Spear, Tsiros and Woods (4)



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Also present were Commissioners Maglaras, Dumont, and Chagnon, Executive Assistant Raymond Bower, Executive Secretary Jill Sheing, Superintendent David Funk, William Fortier, Earle Goodwin, Ed Jensen, Cal Schroeder, Rodney Woodill, and Jim Kimball, Fosters Daily Democrat.

The first item on the agenda was to review and approve the settlement with the Union. Acting Chairman Knowles asked Commissioner Maglaras to explain the settlement and agreement in more detail. Commissioner Maglaras stated that the County has reached an agreement with the Union. The total cost is \$273,325, which is zero based. \$275,000 has been appropriated in the Contingency line of the budget for this wage package. The Delegation needs to ratify the cost item of the contract, and once this is done, the Executive Committee will meet and make the appropriate motions to transfer the monies from the Contingency line to the appropriate salary lines.

In response to a question from Representative Keans, Executive Assistant Bower explained the insurance plans available to employees. Representative McKinley asked Executive Assistant Bower if money budgeted in the Contingency fund was specifically for the purpose of wage increases. Executive Assistant Bower explained that monies are traditionally set aside in the Contingency with the estimated amount of wage increases, until the Union contract is agreed upon. Once this agreement is reached, the monies are transferred from the Contingency line to the appropriate salary lines to fund the wage increases. If there is any balance in the Contingency line, it remains there unless the County needs it for an unanticipated expense. The Executive Committee of the Delegation must authorize any transfers or payments from this line item. There was some further discussion regarding the wage settlement with employees.

Representative Torr motioned to ratify the Union contract and approve the cost of the wage increases. Representative Kathy Taylor seconded the motion. Executive Assistant Bower explained the breakdown of the transfer of the monies would be available for approval at the next quarterly meeting of the Executive Committee, however, employees will be receiving the wage increases upon this approval. The motion passed on a roll call vote, as follows:



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YEAS: Berube, Bickford, Brennan, Julie Brown, Callaghan, Cossette, DeChane, Dunlap, Estabrook, Gilmore, Kaen, Keans, Knowles, Lent, McKinley, Musler, A. Pelletier, M. Pelletier, Rogers, Rollo, Smith, Taylor, Torr, Twardus, Vachon, Vincent.  
(26)

NAYS: None.

Chairman Knowles called the Public Hearing to order to hear the Commissioners' proposal to hire a criminal justice consultant and to install temporary housing at the Jail to help alleviate the overcrowding. Representative A. Pelletier asked to speak on behalf of the Jail Expansion Committee's report. He gave a brief overview of the Committee's findings and recommendations. Based on this report, the Commissioners' are recommending that the County hire a criminal justice consultant to develop a proposal to implement the recommendations, as well as to offer suggestions to improve the system. The Commissioners would like to develop a plan to meet the criminal justice needs of the County for the next twenty- (20) years or more. He reviewed the components of a 16-step process that he learned at a workshop in Colorado that he attended with Executive Assistant Bower and Superintendent David Funk.

At this time, the Commissioners are requesting authorization to bond up to \$264,661 to hire a consulting firm to perform a study of the conditions at the Jail and submit a proposal to the County for meeting the requirements of the criminal justice system, and to provide temporary housing at the Jail. The breakdown for these projects is \$183,661 for the jail consultants and \$81,000 for the temporary housing.

Commissioner Maglaras noted that the notice for the hearing and the meeting is to approve up to \$500,000 for these projects; however, after preliminary cost estimates show that the actual amount needed based upon the consultants' proposal and quotes on the mobile trailer, the actual amount needed is only \$264,661.

Acting Chairman Knowles opened the hearing up to the public and invited people to speak.

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Mr. Calvin Schroeder of Strafford, New Hampshire asked if this money would be used to consider other alternatives to incarceration. Executive Assistant Bower responded that the project would be done in three stages. This bond will cover the first phase, the study and needs assessment, possible legislative changes. This phase gives the Delegation and the Commissioners the opportunity to "think outside the box." To develop other alternatives and look intensely at what is being offered, what could be offered, and how to implement the proposals.

Mr. Ed Jansen spoke in regards to the proposal and noted that had presented a study to the Commissioners and the Delegation last year.

Acting Chairman Knowles thanked everyone for attending and asked if anyone else wished to speak to the matter. There being no response, the Public Hearing was adjourned. The Meeting of the Delegation was opened.

There was some discussion regarding the proposal for the criminal justice consultants, which outlines the work that will be done to achieve the final goal of a proposal to present to the Delegation, with facts and figures. It was noted that there would be progress meetings as the project moves ahead to keep the Delegation up to date on the details. There was a meeting on July 7, 2000, with the consultants present to provide the Delegation with the details of the proposal; however, there was not a quorum present and so no vote was taken at that time. The members of the Delegation present did hear the presentation by the consultants. Unfortunately, the consultants were unable to be present at today's meeting due to prior commitments. Another meeting with the consultants will be held on August 16, 2000.

Representative Gilmore noted that he spoke at length with the consultants at their last visit and he was very impressed with their methodology and recommends that the Delegation approve the request of the Commissioners to hire this firm and go ahead with the proposal.

It was noted that there would be a Criminal Justice Advisory Council developed that will consist of judges, attorneys, legislators,

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lay persons, and other persons in the criminal justice field. This council will provide on-going assistance and oversight to the County criminal justice system.

There was further discussion regarding the proposal and the scheduling of meetings for the Delegation to be updated on the study. There will also be a one-day symposium in August with the criminal justice consultants to review the entire proposal, the criminal justice system and answer any further questions. Representatives from all areas of the criminal justice system will be invited.

Representative DeChane motioned to divide the question into two parts: a vote on the \$183,661 for the criminal justice consultants and the \$81,000 for the temporary housing. Representative Brennan seconded the motion.

In response to a question from Representative Smith, Executive Assistant Bower stated that approval of the \$183,661 would be to complete steps 1 to 8 of the facility development process matrix. These steps include the following phases, as per the document presented to the Delegation: Pre-architectural - Step 1: Corrections Master Plan/Needs Assessment; Step 2: Economic Feasibility Study; Step 3: Consultant/Architect Selection; Step 4: Facility Programming; Step 5: Site Analysis and Selection; Step 6: Site Master Plan (Layout); Step 7: Schematic Design; and Step 8: Design Development. Step 9 through 16 consist of: Contract Documents; Agency Approvals; Bidding and Negotiation; Construction, Construction Completion, Move-In, Occupancy & Operations, and Obsolescence and Renovation.

Representative Taylor moved the question. Seconded by Representative McKinley and approved unanimously on a voice vote.

Representative G. Brown motioned to approve the request to appropriate \$81,000 for temporary housing for the jail and to authorize the Commissioners to bond this amount. Seconded by Representative Torr. The motion passed on a roll call vote as follows:

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YEAS: Berube, Bickford, Brennan, G. Brown, J. Brown, Callaghan, Cossette, DeChane, Dunlap, Estabrook, Gilmore, Johnson, Kaen, Keans, Knowles, Lent, McKinley, Musler, A. Pelletier, M. Pelletier, Rogers, Rollo, Smith, Taylor, Torr, Twardus, Vachon, Vincent. (28)

NAYS: None.

Representative Gilmore motioned to approve the request to appropriate \$183,661 to hire a criminal justice consultant and to authorize the Commissioners to bond this amount. Seconded by Representative Vachon. The motion passed on a roll call vote as follows:

YEAS: Berube, Bickford, Brennan, G. Brown, J. Brown, Callaghan, Cossette, DeChane, Dunlap, Estabrook, Gilmore, Johnson, Kaen, Keans, Knowles, Lent, McKinley, Musler, A. Pelletier, M. Pelletier, Rogers, Rollo, Smith, Taylor, Torr, Twardus, Vachon, Vincent. (28)

NAYS: None.

Acting Chairman Knowles asked if there were any further questions regarding this matter. Representative DeChane inquired as to problems the Jail has been experiencing in regards to sewer backups due to inmates' flushing clothing and other items down the toilets. This has been rectified. She also asked about the funds for a shower that was being built at the Rest Home for the Administrator's use. Executive Assistant Bower explained that this shower is located in the basement of the Alms House, in the Maintenance Department for their use. Oftentimes, maintenance personnel work on the sewer and septic systems, (as in the case of the sewer backup at the House of Corrections) and other areas that are full of bacteria and germs. There is currently no place for maintenance personnel to shower off, except the showers in the residents' room, which is inappropriate to use. Therefore, the Commissioners approved locating a simple shower in the Maintenance department that will cost approximately \$600. This money will come out of the bottom line of the budget from other areas where the County has saved money.



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Acting Chairman Knowles noted that this was not pertinent to the discussion at hand and asked if there was any further business to be discussed by the Delegation. There being none, Representative Berube motioned to adjourn the meeting at 11:10 a.m. Seconded by Representative Gilmore and approved unanimously by voice vote.

Respectfully submitted,  
Jill Sheing, Acting Clerk for  
Raymond Lundborn, Clerk

### STRAFFORD COUNTY DELEGATION MINUTES OF PUBLIC HEARING AND MEETING OF OCTOBER 18, 2000

Chairman Wall called the meeting to order at 7:00 p.m. The Delegation recited the Pledge of Allegiance to the Flag. After a moment of silence, Acting Clerk Jean Miccolo called the roll, which showed the following members present:

PRESENT: Brennan, George Brown, Julie Brown, Callaghan, Domingo, Dunlap, Gilmore, Grassie, Johnson, Kaen, Keans, Knowles, Lent, McKinley, A. Pelletier, M. Pelletier, Rogers, Snyder, Spang, Twardus, Vachon, Wall, and Woods (23 of 38)

EXCUSED: Berube, Lundborn, Spear, Taylor, and Vincent (5)

ABSENT: Bickford, Cossette, DeChane, Estabrook, Heon, Musler, Rollo, Smith, Torr, and Tsiros (10)

Also present were Commissioners Maglaras, Dumont, and Chagnon, Criminal Justice Consultant Dennis Liebert, Executive Assistant Raymond Bower, Executive Secretary Jean Miccolo, Superintendent David Funk, and Jim Kimball, Fosters Daily Democrat.

Chairman Wall invited Commission Chairman Maglaras to speak. Chairman Maglaras stated that this was the third meeting with the criminal justice consultants, Dennis Liebert and David Bennett. This meeting is to update the Delegation on the progress of the criminal justice system study they are conducting to ascertain the needs to alleviate the overcrowding at the Jail.

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Commissioner Maglaras asked Executive Assistant Bower to give a brief statement concerning the status of the report. Executive Assistant Bower reported that since the last meeting of the Delegation, the consultants held a symposium to review data, receive further input, answer questions, etc., with several members of the criminal justice system in Strafford County, as well as the Delegation. This was an all-day symposium and approximately 70 people attended. Messrs. Liebert and Bennett gave the presentation, which was excellent. Based on input received during the symposium, as well as data that has been collected over the past few months, Mr. Bennett has developed a Criminal Justice Master Plan for the County.

Dennis Liebert thanked everyone for attending the meeting tonight, as well as those who had attended the all-day symposium in September. He gave an overview of the project's progress and the recommendations that were developed out of the symposium and will be added to the Criminal Justice Master Plan. He briefly reviewed existing conditions at the Jail. He noted that this evening's meeting is to get a consensus of where the Delegation wants to go with the recommendations. The study shows a need for a 220-bed addition to the existing jail, along with programs and alternatives to sentencing. Mr. Liebert then presented the options for renovating the existing facility, expanding the facility, and how it will be staffed for optimum utilization of space and employees. The option that appears to be the most feasible and economical is to gut the current facility and utilize that area for a 40-bed minimum security facility and ancillary services, such as programs, laundry, industries, medical, visitation, counseling, recreation, etc. and add two pods with a 220-bed capacity, expandable to 330 beds. This plan would meet the Jail's current needs, provide ample room for boarders in order to earn income to offset the cost of the new facility, and comply with the recommendations made by the Delegation and the criminal justice study committee. The design recommended would require minimal staffing increases, mainly for laundry and food service, as this is a direct supervision facility.

Executive Assistant Bower reviewed the implementation matrix for the criminal justice system overhaul for the Delegation (attached). This matrix has a breakdown of each component of the project, the year of implementation and anticipated costs associated with it. Once the Delegation states what direction it wishes the Commissioners and

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the consultants to take from this point, a more definitive matrix can be developed to encompass the construction phase of the project. This matrix basically covers the programmatic portion of the recommendations, based on Mr. Bennett's analysis.

Mr. Liebert stated that the first meeting of the Criminal Justice Council will be scheduled for November 30 (subsequently changed to November 29), and the Delegation would meet that evening at 7:00 to hear a final presentation of the consultants. This presentation will be the result of the consensus of tonight's meeting.

The Delegation was pleased with the progress of the study and agreed with the consultant's proposal, as noted above. There were a few questions regarding the implementation of the recommendations. Chairman Wall asked for a breakdown of the costs that would be reflected in taxes for the cities and towns. This will be provided at the next meeting, once a dollar amount has been ascertained.

Chairman Wall thanked everyone for attending and reminded the Executive Committee of the Third Quarter Budget meeting on Friday, November 17, 2000 at 9:00 a.m.

With no further business, Representative Brennan motioned to adjourn the meeting at 8:45 p.m. The motion was seconded by Representative Callaghan and was accepted unanimously by voice vote.

Respectfully submitted,  
Jean Miccolo, Acting Clerk for  
Raymond Lundborn, Clerk

### STRAFFORD COUNTY DELEGATION MINUTES OF PUBLIC HEARING AND MEETING OF NOVEMBER 29, 2000

Chairman Wall called the meeting to order at 7:00 p.m. The Delegation recited the Pledge of Allegiance to the Flag. After a moment of silence, Ray Lundborn, Clerk called the roll, which showed the following members present:



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PRESENT: Berube, Bickford, Brennan, George Brown, Julie Brown, Callaghan, DeChane, Domingo, Gilmore, Grassie, Johnson, Kaen, Keans, Knowles, Lent, Lundborn, Musler, A. Pelletier, M. Pelletier, Rogers, Smith, Snyder, Spang, Taylor, Torr, Twardus, Vachon, Vincent, Wall, and Woods (30 of 38)

EXCUSED: Dunlap, Estabrook, and Spear (3)

ABSENT: Cossette, Heon, McKinley, Rollo, and Tsiros (5)

Also present were Commissioners Maglaras, Dumont, and Chagnon, Treasurer Pamela Arnold, Executive Assistant Raymond Bower, Executive Secretary Jean Miccolo, Superintendent David Funk, Criminal Justice Consultant Dennis Liebert, Criminal Justice Consultant David Bennett, and Jim Kimball, Fosters Daily Democrat.

Chairman Wall opened the Public Hearing and asked Commissioner Maglaras to give an update on the status of the recommendations to be made for the proposal to build a new jail. Commissioner Maglaras gave a brief presentation on the status of this project. He noted that the recommendations of the Liebert and Associates, the criminal justice consultants, include an innovative process to handling the entire criminal justice system. The recommendation includes building and renovating the Jail to accommodate up to 220 inmates, provide dining areas, program areas, medical areas, visitation areas, a booking and retaining area, and administrative offices, as well as plans to meet programming and educational needs, and a criminal justice council to discuss and work on improving the system. These recommendations are explained in detail in the document that the Delegation received prior to this meeting, entitled the Strafford County Criminal Justice Master Plan.

Commissioner Maglaras then asked Dennis Liebert, Criminal Justice Consultant to provide an overview of the proposal. Mr. Liebert referred to the Master Plan. This is a two-part document, the first section detailing the recommendations of David Bennett, Mr. Liebert's associate. Mr. Bennett's recommendations articulate the programmatical and educational needs of the jail, new programs to be directed by the County Attorney's office to help streamline the



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process, as well as the unification of the criminal justice system in Strafford County to better manage the jail population. The second section of the document focuses on the "bricks and mortar" recommendations for the jail, number of beds necessary, appropriate areas that need to be included in a new jail. Several meetings have been held with key persons from the criminal justice system to gather information and ascertain the needs of Strafford County, both now and in the future and how these needs could best be met.

Mr. Bennett gave a presentation outlining how information was gathered and how the recommendations were developed. He has reviewed the criminal justice system in its entirety and gathered data from several sources. The symposium held in September was particularly insightful and informative for everyone. He recommends that policies and practices for a new system be set up through the efforts of a criminal justice council, which would include representatives from all areas of the system. This will be an standing committee that would meet on a regular basis to continue updating and addressing concerns in the system and finding solutions to problems in every area.

Judge Bruce Mohl gave an update on the Criminal Justice Council. This Council will work together to improve the relationships between all areas of the criminal justice system and offer the best services possible to the citizens of the County.

Mr. Liebert gave a summary of the plans for the new jail and the costs involved, included three (3) scenarios. His recommendation was the plan to gut and renovate the existing facility to house administrative, program, medical, and other areas for ancillary services. A two- or three-pod addition to the jail would house 220 to 330 inmates, with areas for minimum, medium, and maximum security. The two-pod design would have the ability to expand to 330 beds. Based on the direct supervision type of design for the pods, there would be a minimal increase in staffing needs. This concluded the presentation.

At this time, Chairman Wall and asked for comments or questions from the public. There being none, Chairman Wall asked two more

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times for public input. There still being none, she closed the Public Hearing and opened the Public Meeting of the Delegation.

Chairman Wall asked Commissioner Maglaras to review the tax impact the proposed \$20 million bond would have on the cities and towns. Commissioner Maglaras said that he hoped there would be minimal impact on the taxes due to additional revenues from room and board. Executive Assistant Bower stated that the County is looking into borrowing the money in increments, on an as-needed basis as the project moves forward. Anticipate the interest on the bond to be approximately 5%, with re-investment interest earnings at 6.25%. We also anticipate offsetting the amount of the bond by additional revenues from room and board. With no revenues from boarders, the tax impact would be approximately 17%. There would be no increase in staffing levels to supervise additional inmate boarders.

Commissioner Maglaras thanked the Delegation for not voting for the Commissioners original proposal for the Jail and insisting that they gather more information before approving a new jail. The Commissioners feel these was the best thing that could have happened and encouraged them to look into all the options and offer the best product possible. The Commissioners want Strafford County to be a model in corrections for the State and still keep the tax rate stable by offsetting expenses with revenues from boarders. There has been an average daily population of 150 to 170 inmates for the past several months.

There were several questions from the Delegation regarding the proposal. Mr. Liebert explained that the architectural and engineering services would be put out to bid and those proposals would be reviewed by an interview panel to determine the best proposal for the County. There was some further discussion on this issue.

Representative Lundborn motioned to appropriate up to \$20,000,000 to implement the Recommendations for the Strafford County House of Corrections, as Presented in a Report by Liebert & Associates and David Bennett, Criminal Justice Consultant, known as the Strafford County Criminal Justice Master Plan and Accepted by the Strafford County Commissioners, to Enable Strafford County to Meet the Requirements of RSA 30-B:1, Which States: "Each County

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Shall Provide, Keep and Maintain Facilities, Administered by a County Department of Corrections, For The Reception and Confinement of Prisoners Committed To or Ordered to be Detained at a County Correctional Facility," and to meet this appropriation, the County Commissioners are authorized to borrow up to \$20,000,000, under RSA 28 and the Municipal Finance Act". Representative J. Brown seconded the motion and passed 26 to 3 on a roll call vote.

YEAS: Berube, Bickford, Brennan, George Brown, Julie Brown, Callaghan, Domingo, Gilmore, Grassie, Johnson, Kaen, Keans, Knowles, Lent, Lundborn, Musler, A. Pelletier, M. Pelletier, Rogers, Snyder, Spang, Taylor, Twardus, Vachon, Vincent, Wall, and Woods (27of 30)

NAYS: DeChane, Smith, and Torr (3)

EXCUSED: Vincent

Chairman Wall thanked everyone for his or her hard work on this matter and reminded the Delegation of the Organizational Meeting scheduled for December 13, 2000. Representative Smith thanked all the out-going members of the Delegation for their hard work and dedication over the past two years.

With no further business, Representative Callaghan motioned to adjourn the meeting at 9:12 p.m. The motion was seconded by Representative G. Brown and was accepted unanimously by voice vote.

Respectfully submitted,  
Raymond Lundborn, Clerk  
Strafford County Delegation



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### STRAFFORD COUNTY DELEGATION MEETING MINUTES OF ORGANIZATIONAL MEETING OF DECEMBER 13, 2000

The Organizational Meeting of the Strafford County Delegation was called to order at 7:00 p.m. by 1999/2000 Chairman Wall. After the pledge of allegiance led by Representative J. Brown, there was a moment of silence. Chairman Wall asked for a motion to nominate a Temporary Clerk. Representative DeChane nominated Representative Grassie to act as Temporary Clerk. Representative Johnson seconded the motion. Representative Callaghan moved to close nominations, seconded by Representative Knowles, which was accepted unanimously. One vote was cast for the Clerk and Representative Grassie was unanimously voted in as Temporary Clerk by a show of hands. The Temporary Clerk then read the notice of the meeting and called the roll, which showed the following members present:

PRESENT: Albert, Brennan, Julie Brown, Callaghan, Cossette, DeChane, Estabrook, Ferland, Gilmore, Goodwin, Grassie, Harrington, Hughes, Johnson, Knowles, Lachance, McCarthy, Musler, Arthur Pelletier, Marsha Pelletier, Proulx, Reid, Rollo, Smith, Snyder, Taylor, Tsiros, Twombly, Wall, Woodill, and Woods (31 of 38).

EXCUSED: Bickford, Dunlap, Kaen, and Spang (4)

ABSENT: Berube, Heon, and Lent (3)

Also present were Commissioners Maglaras, Dumont, and Chagnon, Executive Assistant Raymond Bower, Executive Secretary Jean Miccolo, members of the public and media.

1999-2000 Chairman Walls declared a quorum present and asked for a motion for Temporary Chairman. Representative Knowles nominated Representative Rollo to serve as Temporary Chairman. Representative Callaghan seconded the motion. Representative Gilmore moved to close nominations and cast one ballot for the Acting Chairman. Seconded by Representative Snyder and accepted unanimously. Representative Rollo was voted to serve as Temporary Chairman.



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Temporary Chairman Rollo called a 5-minute recess to caucus for nominations for Chairman, Vice Chairman and Clerk by each party, Republican and Democrat. When the Delegation returned after the caucus was conducted, the Temporary Chairman called for nominations for Chairman of the 2001-2002 Delegation.

Representative Callaghan nominated Representative Gilmore for Chairman for the 2001-2002 Delegation. Representative Lachance offered no candidate for the Republican party and seconded the motion. Representative Brown motioned to close nominations and cast one ballot for the Clerk; seconded by Representative Taylor and accepted unanimously. Representative Gilmore was voted in to serve as the 2001-2002 Chairman of the Delegation unanimously by a show of hands.

Chairman Gilmore asked for nominations for Vice Chairman of the 2001-2002 Delegation. Representative Rollo nominated Representative Callaghan to serve as 2001-2002 Vice Chairman for the Delegation; seconded by Representative Brennan. Representative Lachance was recognized to speak. He stated that he realized that the Republicans were in the minority this year and noted that in years past it was the tradition to have a bipartisan leadership, whereby if the Chair was Republican, the Vice Chair would be a Democrat and vice versa. He respectfully requested that this tradition continue and nominated Representative Brown to serve as Vice Chairman. Representative Tsiros seconded the nomination. Representative Knowles motioned to close nominations; seconded by Representative Grassie and accepted unanimously. Ballots were distributed for voting purposes. Representative Johnson asked that each candidate speak for thirty (30) seconds. Both respectfully declined. The results of the ballot vote were in favor of Representative Callaghan for Vice Chairman for 2001-2002 term.

Chairman Gilmore asked for nominations for Clerk of the 2001-2002 Delegation. Representative Taylor nominated Representative Grassie to serve as 2001-2002 Clerk for the Delegation; seconded by Representative Cossette. Representative Cossette nominated Representative Woods to service as Clerk; seconded by Representative Musler. Representative Knowles motioned to close nominations; seconded by Representative Callaghan and accepted unanimously. Ballots were distributed to vote for Clerk. The results

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were in favor of Representative Grassie as Clerk for the 2001-2002 term.

Representative DeChane motioned to destroy the ballots; seconded by Representative Callaghan and accepted by voice vote. The ballots were destroyed.

Representative Wall motioned to allow the Chairman, Vice Chairman, and Clerk to serve as voting members of the Executive Committee; seconded by Representative DeChane and accepted unanimously. Representative Musler motioned to allow the County Commissioners to pay those County expenditures statutorily required to be paid until the Delegation approves the 2001 budget in March. Seconded by Representative Brennan and approved unanimously.

Chairman Gilmore called a 15-minute recess to caucus for the members of the Executive Committee, aside from the Chairman, Vice Chairman, and Clerk. The city of Dover has three (3) representatives; the city of Rochester has three (3) representatives, the city of Somersworth has two (2) representatives, and the towns, inclusive of Barrington, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Rollinsford, and Strafford, have four (4) representatives. When the caucus was concluded, the Chair asked the representatives from each city and town that were elected to serve on the Executive Committee to stand. The following announcements for election to the Executive Committee were made by Chairman Gilmore, inclusive of Chairman Gilmore, Vice Chairman Callaghan, and Clerk Grassie: Dover: Knowles, A. Pelletier, and Taylor; Rochester: Brennan, Julie Brown, and Ferland; Somersworth: Berube and Snyder; Towns: McCarthy, Rollo, Wall, and Woodill. The Chair cast one ballot for all those named and welcomed them to the Executive Committee.

Commissioner Maglaras welcomed Chairman Gilmore and thanked former Chair Wall for all her dedication and hard work to the Delegation. He presented her with the gavel engraved with her name and the term. He then thanked the Delegation for voting to allow the County to continue paying expenditures until the 2001 budget passes.

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Representative Johnson asked the senior members of the Delegation to help the new members in any way they could in order that they better understand the County budget process.

Chairman Gilmore noted that members of the Delegation will be receiving notices for an Orientation to County Government shortly and invited all of them to participate, most especially the new members. At that time, they will be given a tour of the County Complex, meet with the Elected Officials, who will answer any questions the Delegation might have. The Chairman will also be sending a letter regarding Subcommittees that the Delegation members will be serving on to review the 2001 budget.

Representative Dechane motioned to accept the minutes of the July 14, August 16, and November 29, 2000 Delegation meetings. Seconded by Representative Musler and accepted unanimously on a voice vote.

With no further business, Representative Lachance moved to adjourn the meeting at 8:15 p.m. The motion was seconded by Representative Callaghan and passed unanimously on a voice vote.

Respectfully submitted,  
Anne Grassie, Clerk  
Strafford County Delegation

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## DIRECTORY

### ADMINISTRATION

#### **Strafford County Justice & Administration Building**

PO Box 799

Dover, New Hampshire 03820

Commissioners Office	742-1458
Personnel & Finance Office	742-1458
Human Services Department	742-1469
Information & Referral	742-8078
Family/Child Intervention Program	742-8078
Registry of Deeds	742-1741
County Attorney	749-2808
Registry of Probate	742-2550
Superior Court	742-3065
UNH/Strafford Cty Cooperative Extension	749-4445
Regional Planning Commission	742-2523
Conservation District	749-3037
Community Action Program	749-1334

#### **Strafford County Sheriff's Office & Dispatch Center**

PO Box 1218

Dover, New Hampshire 03820 742-4960

#### **Strafford County House of Corrections/Jail**

County Farm Crossroads

Dover, New Hampshire 03820 742-3310

#### **Strafford County Riverside Rest Home**

30 County Farm Crossroads

Dover, New Hampshire 03820 742-1348



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## CITIES AND TOWNS

**Barrington Town Office**  
41 Province Lane  
Barrington, NH 03825  
664-9007

**Dover City Hall**  
288 Central Avenue  
Dover, NH 03820  
743-6000

**Durham Town Office**  
15 Newmarket Road  
Durham, NH 03824  
868-5571

**Farmington Town Office**  
39 North Main Street  
Farmington, NH 03835  
755-2208

**Lee Town Office**  
Seven Mast Road  
Lee, NH 03824  
659-5414

**Madbury Town Office**  
13 Town Hall Road  
Madbury, NH 03820  
742-5131

**Middleton Town Office**  
200 Kings Highway  
Middleton, NH 03887  
473-2261

**Milton Town Office**  
Main Street, Box 310  
Milton, NH 03851  
652-4501

**New Durham Town Office**  
4 Main St., PO Box 207  
New Durham, NH 03855  
859-2091

**Rochester City Hall**  
31 Wakefield Street  
Rochester, NH 03867  
332-1167

**Rollinsford Town Office**  
PO Box 309  
Rollinsford, NH 03869  
742-2510

**Somersworth City Hall**  
157 Main Street  
Somersworth, NH 03878  
692-4262

**Strafford Town Office**  
Box 23  
Ctr. Strafford, NH 03815  
664-2192













